

**AUDITED  
FINANCIAL STATEMENTS  
and Supporting Schedules  
FOR THE YEAR ENDED AUGUST 31, 2004**  
[School Act, Sections 147(2)(a), 148, 151(1) and 276]

**Greater St. Albert Catholic Regional Division No. 29**

Legal Name of School Jurisdiction

**6 St. Vital Avenue, St. Albert, AB T8N 1K2**

Mailing Address

**(780)459-7711 Phone and (780) 458-3213 Fax**

Telephone and Fax Numbers

**SCHOOL JURISDICTION MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING**

The financial statements and supporting schedules Greater St. Albert Catholic Regional Division No. 29

(Legal Name of School Jurisdiction)

presented to Alberta Learning have been prepared by school jurisdiction management which has responsibility for their preparation, integrity and objectivity. The financial statements and schedules, including notes, have been prepared in accordance with generally accepted accounting principles and Ministerial requirements for Alberta school jurisdictions.

In fulfilling its reporting responsibilities, management has maintained internal control systems and procedures designed to provide reasonable assurance that the school jurisdiction's assets are safeguarded, that transactions are executed in accordance with appropriate authorization and that accounting records may be relied upon to properly reflect the school jurisdiction's transactions. The effectiveness of the control systems is supported by the selection and training of qualified personnel, an organizational structure that provides an appropriate division of responsibility and a strong budgetary system of control.

***Board of Trustees Responsibility***

The ultimate responsibility for the financial statements lies with the Board of Trustees. The Board reviewed the financial statements with management in detail and the Board approved the financial statements for release.

***External Auditors***

The Board appoints external auditors to audit the financial statements and meets with the auditors to review their findings. The external auditors have full and free access to school jurisdiction records.

***Declaration of Management and Board Chairman***

To the best of our knowledge and belief, these financial statements and supporting schedules reflect, in all material respects, the financial position and results of operations and cash flows for the year in accordance with generally accepted accounting principles and Ministerial requirements for Alberta school jurisdictions.

**BOARD CHAIRMAN**

**Mrs. Jacquie Hansen**

Name

**"ORIGINAL SIGNED"**

Signature

**SUPERINTENDENT**

**Mr. Jerry Zimmer**

Name

**"ORIGINAL SIGNED"**

Signature

**SECRETARY TREASURER OR TREASURER**

**Mr. Al Summers**

Name

**"ORIGINAL SIGNED"**

Signature

**29-Nov-04**

Board-approved Release Date

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## Auditors' Report

To the Board of Trustees of  
Greater St. Albert Catholic Regional Division No. 29

We have audited the statement of financial position of the Greater St. Albert Catholic Regional Division No. 29 as at August 31, 2004, and the statements of revenues and expenses, cash flows, changes in net assets, and capital allocations for the year then ended. These financial statements are the responsibility of the Division's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Division as at August 31, 2004, and the results of its operations, cash flows, changes in net assets, and capital allocations for the year then ended in accordance with Canadian generally accepted accounting principles.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information included in schedules A through G is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such supplementary information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

*Deloitte & Touche LLP*

Chartered Accountants

October 22, 2004

**STATEMENT OF FINANCIAL POSITION**  
as at August 31

(in dollars)

		2004	2003
<b>ASSETS</b>			
Current assets			
Cash and temporary investments		\$14,633	\$1,117,651
Accounts receivable (net after allowances)		\$2,578,606	\$2,652,358
Prepaid expenses		\$550,117	\$803,575
Other current assets		\$0	\$0
<b>Total current assets</b>		\$3,143,356	\$4,573,584
School generated assets		\$1,067,520	\$1,033,035
Trust assets		\$314,827	\$282,987
Long term accounts receivable		\$0	\$0
Long term investments		\$0	\$0
Capital assets			
Land		\$1,396,416	\$1,396,416
Buildings	\$60,241,852		
Less: accumulated amortization	(\$25,812,168)	\$34,429,684	\$35,188,717
Equipment	\$14,116,070		
Less: accumulated amortization	(\$13,211,982)	\$904,088	\$942,505
Vehicles	\$185,860		
Less: accumulated amortization	(\$114,338)	\$71,522	\$18,017
<b>Total capital assets</b>		\$36,801,710	\$37,545,655
<b>TOTAL ASSETS</b>		\$41,327,413	\$43,435,261
<b>LIABILITIES</b>			
Current liabilities			
Bank indebtedness		\$900,000	\$0
Accounts payable and accrued liabilities		\$2,083,124	\$2,054,217
Deferred revenue		\$527,137	\$1,219,647
Deferred capital allocations		\$0	\$0
Current portion of all long term debt		\$1,384,468	\$1,499,994
<b>Total current liabilities</b>		\$4,894,729	\$4,773,858
School generated liabilities		\$1,067,520	\$1,033,035
Trust liabilities		\$314,827	\$282,987
Employee future benefits liability		\$0	\$0
Long term debt			
Supported: Debentures and other supported debt		\$13,694,762	\$15,049,457
Less: Current portion of supported debt		(\$1,302,468)	(\$1,354,695)
Unsupported: Debentures and Capital Loans		\$278,000	\$360,000
Capital Leases		\$0	\$63,299
Mortgages		\$0	\$0
Less: Current portion of unsupported debt		(\$82,000)	(\$145,299)
Unamortized capital allocations		\$16,716,081	\$16,909,355
<b>Total long term liabilities</b>		\$30,686,722	\$32,198,139
<b>TOTAL LIABILITIES</b>		\$35,581,451	\$36,971,997
<b>NET ASSETS</b>			
Unrestricted net assets		(\$1,368,097)	\$17,405
Operating Reserves		\$0	\$281,123
Accumulated Operating Surplus (Deficit)		(\$1,368,097)	\$298,528
Investment in capital assets		\$6,112,867	\$5,163,544
Capital Reserves		\$1,001,192	\$1,001,192
Total Capital Funds		\$7,114,059	\$6,164,736
<b>Total net assets</b>		\$5,745,962	\$6,463,264
<b>TOTAL LIABILITIES AND NET ASSETS</b>		\$41,327,413	\$43,435,261

**Note:** Input "(Restated)" in 2003 column heading where comparatives are not taken from the finalized 2002-2003 Audited Financial Statements.

**STATEMENT OF REVENUES AND EXPENSES**  
for the Year Ended August 31

(in dollars)

	Actual 2004	Budget 2004	Actual 2003
<b>REVENUES</b>			
Alberta Learning	\$41,031,599	\$43,027,350	\$40,143,605
Alberta Infrastructure	\$4,667,129	\$4,033,549	\$4,919,900
Alberta Finance	\$1,362,611	\$1,640,000	\$1,527,328
Other Government of Alberta	\$2,098,139	\$0	\$2,222,981
Federal Government and/or First Nations	\$206,862	\$171,392	\$204,928
Other Alberta school authorities	\$0	\$0	\$35,021
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities	\$0	\$0	\$0
Instruction resource fees	\$862,239	\$657,900	\$1,075,089
Transportation fees	\$248,263	\$245,755	\$247,511
Other sales and services	\$399,715	\$0	\$427,798
Investment income	\$42,685	\$80,000	\$90,344
Gifts and donations	\$20,000	\$0	\$0
Rentals of facilities	\$0	\$0	\$4,500
Net school generated funds	\$205,798	\$250,000	\$400,967
Gains on disposal of capital assets	\$7,763	\$0	\$512,234
Amortization of capital allocations	\$1,547,969	\$1,605,000	\$1,383,606
<b>Total Revenues</b>	<b>\$52,700,772</b>	<b>\$51,710,946</b>	<b>\$53,195,812</b>
<b>EXPENSES</b>			
Certificated salaries	\$26,282,849	\$24,475,574	\$25,878,993
Certificated benefits	\$3,231,778	\$3,611,980	\$3,172,564
Uncertificated salaries and wages	\$7,515,096	\$6,384,696	\$7,088,560
Uncertificated benefits	\$1,823,341	\$1,675,476	\$1,679,476
Services, contracts and supplies	\$10,871,868	\$11,421,106	\$11,912,226
Net school generated funds	\$205,798	\$250,000	\$400,967
<b>Capital and debt services</b>			
Amortization of capital assets			
Supported	\$1,563,969	\$1,605,000	\$1,383,606
Unsupported	\$520,405	\$615,614	\$576,943
<b>Total Amortization of capital assets</b>	<b>\$2,084,374</b>	<b>\$2,220,614</b>	<b>\$1,960,549</b>
Interest on capital debt			
Supported	\$1,357,830	\$1,640,000	\$1,493,336
Unsupported	\$24,058	\$31,500	\$30,532
<b>Total Interest on capital debt</b>	<b>\$1,381,888</b>	<b>\$1,671,500</b>	<b>\$1,523,868</b>
Other interest charges	\$21,082	\$0	\$7,680
Losses on disposal of capital assets	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$53,418,074</b>	<b>\$51,710,946</b>	<b>\$53,624,883</b>
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES BEFORE UNRESTRICTED REVENUES USED FOR CAPITAL PURPOSES AND EXTRAORDINARY ITEM</b>			
	(\$717,302)	\$0	(\$429,071)
Unrestricted revenues used for capital purposes	\$0	\$0	\$588,123
Extraordinary Item	\$0	\$0	\$0
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES</b>	<b>(\$717,302)</b>	<b>\$0</b>	<b>\$159,052</b>

**Note:** Input "(Restated)" in Budget 2004 and/or Actuals 2003 column headings where comparatives are not taken from the respective finalized 2003-2004 Budget Report and/or finalized 2002-2003 Audited Financial Statements.

**STATEMENT OF CASH FLOWS**  
for the Year Ended August 31

(in dollars)

	2004	2003
<b>CASH FLOWS FROM:</b>		
<b>A. OPERATIONS</b>		
Surplus (deficit) of revenues over expenses for the year	(\$717,302)	\$159,052
Add (Deduct) items not requiring cash:		
Amortization of capital allocations revenue	(\$1,547,969)	(\$1,383,606)
Total amortization expense	\$2,084,374	\$1,960,549
Gains on disposal of capital assets	(\$7,763)	(\$512,234)
Losses on sale of capital assets	\$0	\$0
Changes in accrued accounts:		
Accounts receivable	\$73,752	(\$892,014)
Prepays and other current assets	\$253,458	(\$116,395)
Long term accounts receivable	\$0	\$25,326
Long term investments	\$0	(\$759,977)
Payables and accrued liabilities	\$28,907	\$0
Deferred revenue	(\$692,510)	\$0
Employee future benefits	\$0	\$0
Other (describe)	\$0	\$0
<b>Total sources (uses) of cash from Operations</b>	<b>(\$525,053)</b>	<b>(\$1,519,299)</b>
<b>B. INVESTING ACTIVITIES</b>		
Purchases of capital assets		
Land	\$0	\$0
Buildings	(\$1,020,157)	(\$1,493,691)
Equipment	(\$253,735)	(\$154,492)
Vehicles	(\$66,537)	\$0
Net proceeds from disposal of capital assets	\$7,763	\$850,243
Other (describe)	\$0	\$0
<b>Total sources (uses) of cash from Investing activities</b>	<b>(\$1,332,666)</b>	<b>(\$797,940)</b>
<b>C. FINANCING ACTIVITIES</b>		
Capital allocations received	\$0	\$0
Issue of long term debt	\$0	\$0
Repayment of long term debt	(\$1,499,994)	(\$1,600,996)
Add back: supported portion	\$1,354,695	\$1,438,609
Other (describe)	\$0	\$0
<b>Total sources (uses) from Financing activities</b>	<b>(\$145,299)</b>	<b>(\$162,387)</b>
<b>Net sources (uses) of cash equivalents* during year</b>	<b>(\$2,003,018)</b>	<b>(\$2,479,626)</b>
<b>Cash Equivalents at the beginning of the year</b>	<b>\$1,117,651</b>	<b>\$3,597,277</b>
<b>Cash Equivalents at the end of the year</b>	<b>(\$885,367)</b>	<b>\$1,117,651</b>

**Notes:** Cash equivalents consist of cash and temporary investments net of bank indebtedness.  
Input "(Restated)" in 2003 column heading where not taken from the finalized 2002-2003 Audited Financial Statements.

**STATEMENT OF CHANGES IN NET ASSETS**  
**for the Year Ended August 31, 2004**  
(in dollars)

School Jurisdiction Code: 4077

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
	TOTAL NET ASSETS <small>(Columns 2+3+4)</small>	INVESTMENT IN CAPITAL ASSETS	UNRESTRICTED NET ASSETS	TOTAL RESTRICTED NET ASSETS <small>(Columns 5 to 14)</small>	RESTRICTED NET ASSETS									
					School Based		Infrastructure		Board & System Admin.		Transportation		External Services	
					Unsupported Operating Reserves	Unsupported Capital Reserves	Unsupported O & M Operating Reserves	Unsupported Capital Reserves	Unsupported Operating Reserves	Unsupported Capital Reserves	Unsupported Operating Reserves	Unsupported Capital Reserves	Unsupported Operating Reserves	Unsupported Capital Reserves
<b>Balance at August 31, 2003</b>	\$6,463,264	\$5,163,544	\$17,405	\$1,282,315	\$0	\$488,958	\$0	\$0	\$0	\$512,234	\$281,123	\$0	\$0	\$0
<u>Prior period adjustments (describe)</u>														
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Adjusted Balance, Aug. 31, 2003</b>	\$6,463,264	\$5,163,544	\$17,405	\$1,282,315	\$0	\$488,958	\$0	\$0	\$0	\$512,234	\$281,123	\$0	\$0	\$0
Surplus(def) of revenue over expenses	(\$717,302)		(\$717,302)											
Board funded capital transactions		\$1,340,429	(\$1,340,429)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations of non-amortizable assets	\$0	\$0												
Amortization of capital assets		(\$2,084,374)	\$2,084,374											
Amortization of capital allocations		\$1,547,969	(\$1,547,969)											
Disposal of unsupported capital assets	\$0	\$0	\$0	\$0		\$0		\$0		\$0		\$0		\$0
Disposal of supported capital assets-unsupported portion	\$0	\$0	\$0			\$0		\$0		\$0		\$0		\$0
Debt principal payments (unsupported)		\$145,299	(\$145,299)											
Net transfers to operating reserves			\$0	\$0	\$0		\$0		\$0		\$0		\$0	
Net transfers from operating reserves			\$281,123	(\$281,123)	\$0		\$0		\$0		(\$281,123)		\$0	
Net transfers to capital reserves			\$0	\$0		\$0		\$0		\$0		\$0		\$0
Net transfers from capital reserves			\$0	\$0		\$0		\$0		\$0		\$0		\$0
<b>Balance at August 31, 2004</b>	\$5,745,962	\$6,112,867	(\$1,368,097)	\$1,001,192	\$0	\$488,958	\$0	\$0	\$0	\$512,234	\$0	\$0	\$0	\$0

**STATEMENT OF CAPITAL ALLOCATIONS  
(SUPPORTED CAPITAL FINANCING ONLY)**

**for the Year Ended August 31, 2004**

(in dollars)

	<b>Deferred Capital Allocations</b>	<b>Unamortized Capital Allocations</b>
<b>Balance at August 31, 2003</b>	\$0	\$16,909,355
<b>Add:</b>		
<b>Capital allocations from:</b> AB Infrastructure - New/Modernization Projects	\$0	
Other Government of Alberta	\$0	
Federal Government and/or First Nations	\$0	
Other sources	\$0	
<b>Interest earned on provincial government capital allocations</b>	\$0	
<b>Other capital grants and donations</b>	\$0	
<b>Proceeds on disposal of supported capital assets</b>	\$0	
<b>Insurance proceeds</b>	\$0	
<b>Donated capital assets (depreciable, at Fair Market Value)</b>		\$0
<b>Transferred in capital assets (depreciable)</b>		\$0
<b>Current Year Debenture Principal Repayment</b>		\$1,354,695
<b>Expended capital allocations - current year</b>	\$0	\$0
<b>Less:</b>		
<b>Unamortized Capital Allocation affected by a disposal through transfer out</b>		\$0
<b>Capital allocations amortized to revenue</b>		\$1,547,969
<b>Balance at August 31, 2004</b>	\$0	\$16,716,081

**Note:** Input "(Restated)" beside Balance at August 31, 2003 where not taken from the finalized 2002-2003 Audited Financial Statements.



# GREATER ST. ALBERT CATHOLIC REGIONAL DIVISION NO. 29

## Notes to the Financial Statements

Year ended August 31, 2004

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### 1. AUTHORITY AND PURPOSE

The Greater St. Albert Catholic Regional Division No. 29 (the Division) was formed effective January 1, 1995, and is empowered to provide public Catholic education to its resident students under the authority of the School Act, Chapter S-3, Statutes of Alberta, January 1, 2002, through bylaws and policies approved by its Board of Trustees and pursuant to the provisions of the Alberta School Act. The Division was formed when the assets and liabilities of the Legal School District No. 1738, Thibault Roman Catholic Public School District No. 35, and St. Albert School District No. 3 were transferred to the Division on January 1, 1995. The three individual boards were dissolved at midnight on December 31, 1994, and the Board of the Greater St. Albert Catholic Regional Division No. 29 was established. On September 1, 1998, the Guibault Roman Catholic Separate School District No. 552 joined the Division.

The Division receives block allocations for instruction and support under Regulation 72/95. The regulation limits funding and expenses for administration. It permits the Division, within specified limits, to reallocate funding between the instruction and support blocks.

### 2. ACCOUNTING POLICIES

These financial statements have been prepared in accordance with generally accepted accounting principles (GAAP) and accounting policies consistent with those prescribed by Alberta Learning for Alberta school jurisdictions. The precise determination of many assets and liabilities is dependent on future events. As a result, the preparation of financial statements for a period involves the use of estimates and approximations, which have been made using careful judgment. Actual results could differ from those estimates and approximations. The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of the accounting policies summarized below:

#### *Revenue recognition*

Instruction and support allocations are recognized in the year to which they relate.

Credit Enrolment Units (CEUS) revenue, which is recorded in Alberta Learning revenues, is recorded in the year in which the amounts are reasonably determinable and collectible.

Fees for services related to courses and programs are recognized as revenue when such courses and programs are delivered.

Unrestricted contributions are recognized as revenue when received and receivable. Contributions in kind are recorded at fair market value when reasonably determinable.

Externally restricted contributions are deferred and recognized as revenue in the period in which the restriction is complied with. Endowment Funds, which are to be retained as net assets, are recorded as direct increases in trust assets and liabilities.

Capital allocations from the province or other agencies are recorded as deferred capital contributions until spent. Once spent, they are transferred to unamortized capital allocations that are amortized to revenue on the same basis as the capital asset acquired by the grant.

# GREATER ST. ALBERT CATHOLIC REGIONAL DIVISION NO. 29

## Notes to the Financial Statements

Year ended August 31, 2004

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### 2. ACCOUNTING POLICIES (continued)

#### *Capital assets*

Capital assets are recorded at cost and amortized over their estimated useful lives on a straight-line basis at the following rates:

Buildings	10 to 40 years
Equipment	5 and 10 years
Vehicles	5 and 10 years

Amortization of capital assets commences in the year following acquisition. Only capital assets with costs in excess of \$5,000 are capitalized. Any capital allocations received for asset additions are amortized over the same period as the related assets.

#### *School generated funds*

These are funds in the community, which come under the control and responsibility of the school principal and are for school activities. These funds are collected and retained at the school level for expenditures at the school level.

#### *Vacation pay*

Vacation pay is accrued in the period in which the employee earns the benefit.

#### *Financial instruments*

The Division's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities, and long-term debt. It is management's opinion that the Division is not exposed to significant, currency, or credit risks arising from these financial instruments. Unless otherwise noted, the fair values of these financial instruments approximate their carrying values. The Division has invested surplus funds in accordance with Section 44 of the School Act and Section 5 of the Trustees Act.

#### *Prepaid expenses*

Certain expenditures incurred and paid before the close of the school year are for specific school supplies that will be consumed subsequent to the year-end and are accordingly recorded as prepaid expenses. Certain insurance expenses fall into this category.

#### *Contributed services*

Volunteers contribute a considerable number of hours per year to various schools that are within the Division to ensure that certain programs are delivered, such as kindergarten, lunch services, and the raising of school generated funds. Because of the difficulty of compiling these hours and the fact that these services are not otherwise purchased, contributed services are not recognized in the financial statements.

# GREATER ST. ALBERT CATHOLIC REGIONAL DIVISION NO. 29

## Notes to the Financial Statements

Year ended August 31, 2004

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### 2. ACCOUNTING POLICIES (continued)

#### *Operating and capital reserves*

Reserves are established at the discretion of the Board of Trustees of the Division or externally to set aside funds for operating and for future capital expenditures. Such reserves are appropriations of accumulated surplus.

#### *Employee future benefits*

The Division accrues its obligations under employee future benefit plans and expenses the related costs. There is no financial impact on the Division at this time.

#### *Use of estimates*

The preparation of financial statements, in conformity with Canadian generally accepted accounting principles, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

### 3. PENSION OBLIGATION

Pension costs included in these statements comprise the cost of employer contributions for current service of employees during the year.

The current service and past service costs of the Alberta Teacher Retirement Fund are met by contributions by active members and the Government of Alberta. Under the terms of the Teachers' Pension Plan Act, the Greater St. Albert Catholic Regional Division No. 29 does not make pension contributions for certificated staff.

The Division participates in the multi-employer pension plan, Local Authorities Pension Plan. The expense for this plan is equivalent to the annual contributions of \$453,542 (2003 - \$322,260) for the year ended August 31, 2004. At December 31, 2003, the Local Authorities Pension Plan reported a deficit of \$1,410,987,000 (2002 - deficit of \$444,980,000).

### 4. ACCOUNTS RECEIVABLE

	<u>2004</u>	<u>2003</u>
Province of Alberta	\$ 2,204,072	\$ 1,968,592
Federal Government	96,570	141,620
Other	277,964	542,146
	<hr/>	<hr/>
	\$ 2,578,606	\$ 2,652,358

# GREATER ST. ALBERT CATHOLIC REGIONAL DIVISION NO. 29

## Notes to the Financial Statements

Year ended August 31, 2004

### 5. PREPAID EXPENSES

Included in prepaid expenses are payments for textbooks, general instructional supplies, and custodial supplies. At August 31, 2004, these payments amounted to \$422,082 (2003 - \$640,188).

### 6. TRUST ASSETS AND LIABILITIES

Trust assets and liabilities are accounts that the Division is not entitled to, but which they manage on behalf of others. Included in the trust accounts are the following items:

	<u>2004</u>	<u>2003</u>
Student Health Initiative Program	\$ 237,911	\$ 72,160
Deferred salary leave plan	57,612	191,319
Frank Nigro	14,139	14,206
Father Primeau	2,824	2,764
Joelle Cloutier	2,341	2,538
	<u>\$ 314,827</u>	<u>\$ 282,987</u>

### 7. CAPITAL ASSETS

	<u>2004</u>			<u>2003</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value (restated)</u>
Land	\$ 1,396,416	\$ -	\$ 1,396,416	\$ 1,396,416
Buildings	60,241,852	25,812,168	34,429,684	35,188,717
Equipment	14,116,070	13,211,982	904,088	942,505
Vehicles	185,860	114,338	71,522	18,017
	<u>\$ 75,940,198</u>	<u>\$ 39,138,488</u>	<u>\$ 36,801,710</u>	<u>\$ 37,545,655</u>

### 8. BANK INDEBTEDNESS

The Division has negotiated a line of credit in the amount of \$5,000,000 that bears interest at the bank prime rate. There was a balance of \$900,000 outstanding on the line of credit at August 31, 2004.

**GREATER ST. ALBERT CATHOLIC REGIONAL DIVISION NO. 29**  
**Notes to the Financial Statements**  
Year ended August 31, 2004

**9. DEFERRED REVENUE**

	<u>2004</u>	<u>2003</u>
Transportation	\$ 191,955	\$ 215,071
AISI	127,145	265,427
Plant operations and maintenance funding	-	341,542
Other	<b>208,037</b>	<b>397,607</b>
	<u>\$ 527,137</u>	<u>\$ 1,219,647</u>

**10. LONG-TERM DEBT**

	<u>2004</u>	<u>2003</u>
Debtures outstanding at August 31, 2004, have interest rates that vary between 5.6% and 12%. The terms of the debtures range from 10 to 25 years with payments of principal and interest made annually.	\$ 13,972,762	\$ 15,409,457
Less current portion	<b>(1,384,468)</b>	<b>(1,436,695)</b>
	<u>\$ 12,588,294</u>	<u>\$ 13,972,762</u>

Principal repayments required in each of the next five fiscal years are as follows:

	<u>Supported</u>	<u>Unsupported</u>	<u>Total</u>
2005	\$ 1,302,468	\$ 82,000	\$ 1,384,468
2006	1,208,934	82,000	1,290,934
2007	1,184,467	76,000	1,260,467
2008	1,157,931	38,000	1,195,931
2009	1,106,817	-	1,106,817

**11. UNAMORTIZED CAPITAL ALLOCATIONS**

Unamortized capital allocations relate to grants received from Alberta Infrastructure for the acquisition of capital assets or the repayment of debt originally incurred for the purpose of acquiring capital assets. When the capital asset is complete, the applicable unamortized capital allocation amount is amortized as revenue over the same period of time that the capital asset is amortized to expense.

# GREATER ST. ALBERT CATHOLIC REGIONAL DIVISION NO. 29

## Notes to the Financial Statements

Year ended August 31, 2004

### 12. RESTRICTED SURPLUS

	<u>2004</u>	<u>2003</u>
Operating		
Transportation	\$ -	\$ 281,123
Capital		
Board and system administration	512,234	512,234
School based	488,958	488,958
	<u>1,001,192</u>	<u>1,001,192</u>
	<u>\$ 1,001,192</u>	<u>\$ 1,282,315</u>

Restricted operating surpluses represent funds allocated for future operating expenditures in the specific programs. Restricted capital represents funds allocated for future capital expenditures. The funds are established and expended in accordance with terms and conditions established by the Board of Trustees.

### 13. RELATED PARTY TRANSACTIONS

The Division has received the following allocations from the Province of Alberta:

	<u>2004</u>	<u>2003</u>
Alberta Learning	\$ 41,031,599	\$ 40,143,605
Alberta Infrastructure	4,667,129	4,919,900
Alberta Finance	1,362,611	1,527,328
Other Government of Alberta	2,098,139	2,222,981
	<u>\$ 49,159,478</u>	<u>\$ 48,813,814</u>

Accounts receivable includes \$2,204,072 (2003 - \$1,968,592) from the Province of Alberta.

### 14. COMMITMENTS

The Division has the following minimum commitments under equipment leases and supply contracts over the next five years:

2005	\$ 297,754
2006	271,821
2007	261,302
2008	247,678
2009	201,566

In addition to the above, the Division has entered into an agreement for the purchase of electricity at a flat-fixed rate of 8.43 cents per kilowatt-hour. The agreement expires December 31, 2005.

# **GREATER ST. ALBERT CATHOLIC REGIONAL DIVISION NO. 29**

## **Notes to the Financial Statements**

Year ended August 31, 2004

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### **15. CONTINGENCIES**

The jurisdiction is a member of a reciprocal insurance exchange called ASBIE. A portion of the premiums paid each year represents equity contributions to the insurance fund. The payments have been recorded as expenditures in the financial statements, as the value of equity is subject to liability claims and is not an asset that the jurisdiction can liquidate.

### **16. FINANCIAL INSTRUMENTS**

#### *Interest rates*

The Division's bank indebtedness is subject to fluctuations in interest rates. For each 1% change in the rate of interest, assuming a consistent principal balance, the change in annual interest expense is approximately \$9,000.

### **17. ECONOMIC DEPENDENCE ON RELATED THIRD PARTY**

The Division's primary source of income is from the Alberta Government. The Division's ability to continue viable operations is dependent on this funding.

### **18. BUDGET AMOUNTS**

The budget was prepared by the Division's management and approved by the Board of Trustees. It is presented for information purposes only and has not been audited.

**SCHEDULE A to the AFS  
ALLOCATION OF REVENUES AND EXPENSES TO PROGRAMS - 2003-2004**

School Jurisdiction Code: \_\_\_\_\_ 4077

REVENUES	TOTAL	Early Childhood Services	Total Instruction (Grades 1 to 12)	Operations and Maintenance of Schools & Maintenance Shops	Transportation	Board & System Administration			External Services
						Board Governance	System Administration	Total Board & System Admin.	
<b>Alberta Learning allocations</b>									
(1) Instruction block	\$33,156,398	\$2,598,169	\$30,558,229						
(2) Support block	\$3,384,655				\$1,754,146			\$1,630,509	
(3) Instruction & support block reallocations	\$0	\$0	\$0		\$0			\$0	\$0
(4) Alberta Initiative for School Improvement (AISI)	\$1,006,718	\$0	\$1,006,718						
(5) Student Health Initiative (SHI)	\$337,269	\$0	\$322,092						\$15,177
(6) Supernet Access	\$0		\$0					\$0	
(7) Teacher Salary Enhancement (TSE)	\$1,603,000	\$66,630	\$1,472,250					\$64,120	\$0
(8) Regional P.D. Consortium (6 boards only)	\$0								\$0
(9) Regional Assessment Services (4 boards only)	\$0								\$0
(10) Other Alberta Learning revenues	\$1,543,559	\$4,222	\$1,476,437	\$0	\$28,900			\$34,000	\$0
<b>(11) Total Alberta Learning Revenue</b>	<b>\$41,031,599</b>	<b>\$2,669,021</b>	<b>\$34,835,726</b>	<b>\$0</b>	<b>\$1,783,046</b>			<b>\$1,728,629</b>	<b>\$15,177</b>
<b>Alberta Infrastructure</b>									
(12) Expensed IMP (BQRP) support & portable relocations	\$215,652			\$215,652					
(13) Operations & Maintenance support	\$4,109,935			\$4,109,935					
(14) Operations & Maintenance support (One-Time)	\$341,542			\$341,542					
<b>(15) Total Alberta Infrastructure Revenue</b>	<b>\$4,667,129</b>			<b>\$4,667,129</b>					
<b>(16) Alberta Finance</b>	<b>\$1,362,611</b>			<b>\$1,362,611</b>					<b>\$0</b>
<b>(17) Other - Government of Alberta</b>	<b>\$2,098,139</b>	<b>\$88,662</b>	<b>\$2,009,477</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(18) Federal Government and/or First Nations</b>	<b>\$206,862</b>	<b>\$0</b>	<b>\$198,986</b>	<b>\$0</b>	<b>\$0</b>			<b>\$7,876</b>	<b>\$0</b>
<b>(19) Other Alberta school authorities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(20) Out of province authorities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(21) Alberta municipalities</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(22) Instruction resource fees</b>	<b>\$862,239</b>	<b>\$0</b>	<b>\$862,239</b>						
<b>(23) Transportation fees</b>	<b>\$248,263</b>				<b>\$248,263</b>				
<b>(24) Other sales and services</b>	<b>\$399,715</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,043</b>	<b>\$0</b>			<b>\$2,853</b>	<b>\$387,819</b>
<b>(25) Investment income</b>	<b>\$42,685</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			<b>\$42,685</b>	<b>\$0</b>
<b>(26) Gifts and donations</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>				<b>\$0</b>
<b>(27) Rentals of facilities</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(28) Net school generated funds</b>	<b>\$205,798</b>	<b>\$0</b>	<b>\$205,798</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>(29) Gains on disposal of capital assets</b>	<b>\$7,763</b>		<b>\$0</b>	<b>\$3,920</b>	<b>\$2,343</b>			<b>\$1,500</b>	<b>\$0</b>
<b>(30) Amortization of capital allocations</b>	<b>\$1,547,969</b>		<b>\$0</b>	<b>\$1,547,969</b>	<b>\$0</b>				<b>\$0</b>
<b>(31) TOTAL REVENUES</b>	<b>\$52,700,772</b>	<b>\$2,757,683</b>	<b>\$38,112,226</b>	<b>\$7,590,672</b>	<b>\$2,053,652</b>			<b>\$1,783,543</b>	<b>\$402,996</b>
<b>EXPENSES</b>									
<b>(32) Certificated salaries</b>	<b>\$26,282,849</b>	<b>\$1,128,770</b>	<b>\$24,887,405</b>				<b>\$266,674</b>	<b>\$266,674</b>	<b>\$0</b>
<b>(33) Certificated benefits</b>	<b>\$3,231,778</b>	<b>\$143,601</b>	<b>\$3,061,824</b>				<b>\$26,353</b>	<b>\$26,353</b>	<b>\$0</b>
<b>(34) Uncertificated salaries and wages</b>	<b>\$7,515,096</b>	<b>\$973,074</b>	<b>\$5,174,424</b>	<b>\$588,821</b>	<b>\$132,430</b>	<b>\$59,991</b>	<b>\$586,356</b>	<b>\$646,347</b>	<b>\$0</b>
<b>(35) Uncertificated benefits</b>	<b>\$1,823,341</b>	<b>\$209,680</b>	<b>\$1,292,795</b>	<b>\$137,130</b>	<b>\$18,628</b>	<b>\$30,413</b>	<b>\$134,695</b>	<b>\$165,108</b>	<b>\$0</b>
<b>(36) SUB - TOTAL</b>	<b>\$38,853,064</b>	<b>\$2,455,125</b>	<b>\$34,416,448</b>	<b>\$725,951</b>	<b>\$151,058</b>	<b>\$90,404</b>	<b>\$1,014,078</b>	<b>\$1,104,482</b>	<b>\$0</b>
<b>(37) Services, contracts &amp; supplies</b>	<b>\$10,871,868</b>	<b>\$116,749</b>	<b>\$3,928,924</b>	<b>\$3,949,564</b>	<b>\$1,861,590</b>	<b>\$141,174</b>	<b>\$469,171</b>	<b>\$610,345</b>	<b>\$404,696</b>
<b>(38) Cost recoveries &amp; transfers (must balance to zero)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>(39) Net school generated funds</b>	<b>\$205,798</b>	<b>\$0</b>	<b>\$205,798</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Capital and debt services</b>									
Amortization of capital assets									
(40) Supported	\$1,563,969	\$0	\$16,000	\$1,547,969	\$0		\$0	\$0	\$0
(41) Unsupported	\$520,405	\$0	\$228,313	\$218,805	\$1,800	\$0	\$71,487	\$71,487	\$0
(42) Total Amortization	\$2,084,374	\$0	\$244,313	\$1,766,774	\$1,800	\$0	\$71,487	\$71,487	\$0
Interest on capital debt									
(43) Supported	\$1,357,830	\$0	\$0	\$1,357,830	\$0		\$0	\$0	\$0
(44) Unsupported	\$24,058	\$0	\$0	\$24,058	\$0	\$0	\$0	\$0	\$0
(45) Other interest charges	\$21,082	\$0	\$0	\$0	\$0		\$21,082	\$21,082	\$0
(46) Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>(47) TOTAL EXPENSES</b>	<b>\$53,418,074</b>	<b>\$2,571,874</b>	<b>\$38,795,483</b>	<b>\$7,824,177</b>	<b>\$2,014,448</b>	<b>\$231,578</b>	<b>\$1,575,818</b>	<b>\$1,807,396</b>	<b>\$404,696</b>
(48) Surplus(deficit) before unrestricted revenues used for capital purposes	(\$717,302)	\$185,809	(\$683,257)	(\$233,505)	\$39,204			(\$23,853)	(\$1,700)



**SCHEDULE B to the AFS  
INSTRUCTION Grades 1 to 12 Program 2003-2004 Expenses**

EXPENSES	INSTRUCTION (Grades 1 to 12)							
	All Student Instruction	School Admin. & Instruction Support	System Instruction Support	Mildly & Moderately Disabled and Gifted & Talented	Severely Disabled	Alberta Initiative for School Improvement	Student Health Initiative	Total Instruction (Grades 1 to 12)
Certificated salaries	\$19,646,782	\$2,827,706	\$214,534	\$921,970	\$640,691	\$635,722	\$0	\$24,887,405
Certificated benefits	\$2,507,318	\$291,638	\$20,554	\$104,313	\$72,488	\$65,513	\$0	\$3,061,824
Uncertificated salaries and wages	\$508,893	\$1,671,216	\$27,042	\$865,752	\$2,020,087	\$30,176	\$51,258	\$5,174,424
Uncertificated benefits	\$102,131	\$431,365	\$6,870	\$222,517	\$519,206	\$5,159	\$5,547	\$1,292,795
<b>SUB - TOTAL REMUNERATION</b>	<b>\$22,765,124</b>	<b>\$5,221,925</b>	<b>\$269,000</b>	<b>\$2,114,552</b>	<b>\$3,252,472</b>	<b>\$736,570</b>	<b>\$56,805</b>	<b>\$34,416,448</b>
Services, contracts & supplies	\$2,995,137	\$0	\$22,183	\$146,704	\$229,461	\$270,152	\$265,287	\$3,928,924
Cost recoveries & transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net school generated funds	\$205,798							\$205,798
Amortization of capital assets								
Supported	\$16,000	\$0	\$0					\$16,000
Unsupported	\$228,313	\$0	\$0					\$228,313
<b>Total Amortization</b>	<b>\$244,313</b>	<b>\$0</b>	<b>\$0</b>					<b>\$244,313</b>
Interest on capital debt								
Supported	\$0	\$0						\$0
Unsupported	\$0	\$0						\$0
Other interest charges	\$0	\$0						\$0
Losses on disposal of capital assets	\$0	\$0						\$0
<b>TOTAL EXPENSES</b>	<b>\$26,210,372</b>	<b>\$5,221,925</b>	<b>\$291,183</b>	<b>\$2,261,256</b>	<b>\$3,481,933</b>	<b>\$1,006,722</b>	<b>\$322,092</b>	<b>\$38,795,483</b>
FTE Certificated				11.7	8.1			
FTE Uncertificated				29.3	68.0			

**SCHEDULE C to the AFS  
INSTRUCTION Grades 1 to 12 Program 2003-2004 Details**

	AB LEARNING INSTRUCTION BLOCK REVENUE	ALBERTA LEARNING OTHER REVENUE	NON-ALBERTA LEARNING REVENUE	INSTRUCTION BLOCK REALLOCATION	TOTAL REVENUE	TOTAL EXPENSES	NET
<b>Basic Instruction</b>	\$29,896,899	\$4,027,447	\$468,822	\$0	\$34,393,168	\$27,791,418	\$6,601,750
School Admin & Instruction Support Expenses						\$5,221,925	(\$5,221,925)
System Instruction Support Expenses						\$291,183	(\$291,183)
<b>Total Basic Instruction</b>	<b>\$29,896,899</b>	<b>\$4,027,447</b>	<b>\$468,822</b>	<b>\$0</b>	<b>\$34,393,168</b>	<b>\$33,304,526</b>	<b>\$1,088,642</b>
<b>Sub-Programs &amp; Initiatives</b>							
Severely Disabled	\$0	\$54,000	\$1,646,852		\$1,700,852	\$3,481,933	(\$1,781,081)
English as a Second Language	\$21,344				\$21,344	\$21,344	\$0
Enhanced Opportunities	\$0				\$0	\$0	\$0
First Nations, Metis, and Inuit Education	\$0		\$0		\$0	\$0	\$0
Institutional Programs	\$0				\$0	\$0	\$0
Sparsity & Distance	\$1,413				\$1,413		\$1,413
Growth & Density	\$7,769				\$7,769		\$7,769
Teacher Assistants Program	\$140,014				\$140,014	\$140,014	\$0
Early Literacy Initiative (K-2)	\$256,541				\$256,541	\$256,541	\$0
Learning Resources Credit & Resources for the Classroom	\$56,855	\$196,050	\$862,239		\$1,115,144	\$1,115,144	\$0
Technology Integration	\$0		\$294,404		\$294,404	\$294,404	\$0
French Language Program & Francisation (all jurisdictions)	\$177,394		\$0		\$177,394	\$177,394	\$0
Home Education	\$0		\$4,183		\$4,183	\$4,183	\$0
<b>Total Sub-Programs &amp; Initiatives</b>	<b>\$661,330</b>		<b>\$2,807,678</b>		<b>\$3,719,058</b>	<b>\$5,490,957</b>	<b>(\$1,771,899)</b>
<b>INSTRUCTION, GRADES 1-12</b>	<b>\$30,558,229</b>	<b>\$4,277,497</b>	<b>\$3,276,500</b>	<b>\$0</b>	<b>\$38,112,226</b>	<b>\$38,795,483</b>	<b>(\$683,257)</b>

**SCHEDULE D to the AFS  
CALCULATION OF MAXIMUM ELIGIBLE EXPENSE LIMITS FOR  
BOARD (GOVERNANCE) AND SYSTEM ADMINISTRATION 2003-2004**

<b>STEP 1</b>	
Determine the total eligible revenue which is used as the BASE TOTAL to calculate the maximum eligible expense limits for Board and System Administration	
<b>Total Revenues (Schedule A):</b>	
Instruction Block - Grades ECS -12 (excluding technology integration)	\$33,156,398
Support Block - Transportation	\$1,754,146
<b>SUBTOTAL</b>	<b>\$34,910,544</b>
<b>Other Revenues</b>	
Alberta Infrastructure (Operations & Maintenance and Lease support)	\$4,109,935
Teacher Salary Enhancement	\$1,603,000
Other Alberta Learning revenues (Describe)	\$0
Other - Government of Alberta (Excluding Alberta Finance)	\$2,098,139
Federal government/First Nations	\$206,862
Other Alberta school authorities	\$0
Out of province local authorities	\$0
Alberta municipalities	\$0
Other sales and services	\$399,715
Interest on investments	\$42,685
Rentals of facilities	\$0
Gains on disposal of capital assets	\$7,763
Amortization of capital allocations	\$1,547,969
<b>School generated funds (Schedule E)</b>	<b>\$2,029,359</b>
<b>BASE TOTAL FOR CALCULATING MAXIMUM EXPENSE LIMIT</b>	<b>\$46,955,971</b>
<b>STEP 2</b>	
Calculation of maximum expense limit PERCENTAGE for Board and System Administration expenses	
If "Total Net Enrolled Students" are 6,000 and over = 4%	<b>4.00%</b>
If "Total Net Enrolled Students" are 2,000 and less = 6%	
The Maximum Expense Limit for Board and System Administration is based on an arithmetical proration for the TOTAL FTE count for grades 1 - 12, net of Home Education AND Adult students, between 2,000 to 6,000 at .0005 per FTE. EXAMPLE: 4,500 FTE count grades 1-12 = 6,000 - 4,500 = 1,500 X .0005 = .75% plus 4% = maximum expense limit of 4.75%. Note: Calculation unnecessary if Total FTE is 6,000 or more, and 2,000 & less.	
<b>STEP 3</b>	
Calculate maximum expense limit AMOUNTS for Board and System Administration expenses	
Maximum Expense Limit percentage (Step 2) x Base Total (Step 1)	\$1,878,239
<b>Considerations for Charter Schools and Small Boards:</b>	
If Charter School, enter 51,000	0
If Francophone Board, enter 400,000	0
(If none of these considerations apply, leave the above cells blank)	
<b>MAXIMUM EXPENSE LIMIT</b>	<b>\$1,878,239</b>
<b>STEP 4</b>	
Compare maximum expense limit amounts calculated in Step 3 to actual expenses (from Schedule A)	
Actual Board Governance & System Administration expenses	\$1,807,396
PLUS: transfers to Restricted - Operating (Board/System Administration)	\$0
LESS: transfers from Restricted - Operating (Board/System Administration)	\$0
<b>TOTAL BOARD GOVERNANCE &amp; SYSTEM ADMINISTRATION EXPENSES</b>	<b>\$1,807,396</b>
Maximum Expense Limit for Board & System Administration (Step 3)	\$1,878,239
<b>ACTUAL EXPENSES - OVER(UNDER) MAXIMUM EXPENSE LIMIT</b>	<b>-\$70,843</b>

**SCHEDULE E to the AFS  
SOURCE & APPLICATION OF SCHOOL GENERATED FUNDS (SGF) - 2003-2004**

<b>Unexpended SGF - Opening Balance August 31, 2003</b> (Note 1)	\$1,033,035
<b>Source of School Generated Funds:</b>	
Total School Generated Funds for the year (Note 2)	\$2,029,359
Less: SGF - related cost recoveries (Note 3)	\$1,871,110
- capitalized at the District level (Note 4)	\$0
<b>Net Total</b>	<b>\$158,249</b>
Plus: Donations Received (Note 5)	\$82,034
<b>Equals: Net Additions to SGF</b>	<b>\$240,283</b>
<b>Net SGF Available for discretionary spending</b>	<b>\$1,273,318</b>
<b>Net SGF revenue and Net SGF expense - per schedule A, lines 28 and 39</b>	
Net expended SGF for discretionary purposes (Note 6)	\$205,798
<b>Unexpended SGF - Closing Balance August 31, 2004</b>	<b>\$1,067,520</b>
<p><b>Note 1</b> Input "(Restated)" beside Balance at August 31, 2003 where not taken from the finalized 2002-2003 Audited Financial Statements.</p> <p><b>Note 2</b> Excludes fees collected pursuant to Section 60(2)(j) of the School Act (e.g. instruction materials and technology fees determined by board policy or resolution). Includes any SURPLUS amount of current year cafeteria operating revenues over related cafeteria operating expenses. This total SGF for the year is the amount used to calculate the Schedule D administrative cap.</p> <p><b>Note 3</b> These are the expenses (a) incurred in generating SGF (e.g. fundraising expenses, printing of tickets, payment to DJ at school dance; staffing and supplies for a dinner; raffle prizes; supplies for a car wash; book fair purchases; meals for lunch program), or (b) collected and purchases; meals for lunch program), or (b) collected and disbursed for the benefit of individual students (e.g. cost of field trips for student activities not leading to CEU's). Monies collected for CEU-related activities are not SGF, they are recorded as instruction resource fees. As only the current year's "surplus" amount of school cafeteria operating revenues over school cafeteria operating expenses is considered a source of total school generated funds for the year, cafeteria expenses/COGS are NOT included in SGF-related cost recoveries.</p> <p><b>Note 4</b> All capital items purchased with SGF should be purchased through the District office. As with related cost recoveries, they are not included in the net SGF amounts and should be subtracted out of gross SGF.</p> <p><b>Note 5</b> Donations are restricted to cash; gifts in kind are treated as board assets, not SGF. Amounts are net of related expenses.</p> <p><b>Note 6</b> Only SGF expended for discretionary purposes are recorded as revenue and expense; unexpended funds are carried forward on the balance sheet to the succeeding year. Any capital items purchased with SGF should be treated in a similar manner as a SGF-related cost recovery and subtracted out of gross SGF.</p>	

**SCHEDULE F to the AFS  
Operations and Maintenance Program 2003-2004 Expenses**

EXPENSES	Custodial	Maintenance	Utilities and Telecommunications	Expensed IMP & Portable Relocations	Facility Planning & Operations Administration	SUB-TOTAL Operations & Maintenance	Supported Capital & Debt Services	TOTAL Operations and Maintenance
Uncertificated salaries and wages	\$0	\$391,419	\$0	\$0	\$197,402	\$588,821		\$588,821
Uncertificated benefits	\$0	\$95,080	\$0	\$0	\$42,050	\$137,130		\$137,130
<b>Sub-total Remuneration</b>	\$0	\$486,499	\$0	\$0	\$239,452	\$725,951		\$725,951
Contracted Services	\$1,447,601	\$114,045	\$0	\$229,882	\$8,595	\$1,800,123		\$1,800,123
Supplies	\$56,265	\$657,169	\$0	\$0	\$54,238	\$767,672		\$767,672
Electricity			\$662,967			\$662,967		\$662,967
Natural Gas/Heating Fuel			\$543,219			\$543,219		\$543,219
Sewer and Water			\$58,144			\$58,144		\$58,144
Telecommunications			\$17,643			\$17,643		\$17,643
Insurance					\$99,796	\$99,796		\$99,796
Net school generated funds	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Amortization of capital assets								
Supported							\$1,547,969	\$1,547,969
Unsupported						\$218,805		\$218,805
<b>Total Amortization</b>						\$218,805	\$1,547,969	\$1,766,774
Interest on capital debt								
Supported							\$1,357,830	\$1,357,830
Unsupported				\$0		\$24,058		\$24,058
Other interest charges						\$0		\$0
Losses on disposal of capital assets						\$0		\$0
Cost recoveries & transfers						\$0		\$0
<b>TOTAL EXPENSES</b>	\$1,503,866	\$1,257,713	\$1,281,973	\$229,882	\$402,081	\$4,918,378	\$2,905,799	\$7,824,177
<b>SQUARE METRES</b>								
School Buildings								0.0
Non School Buildings								0.0
<b>STAFF FTE'S</b> (Completion Optional for 2003/2004)								
Board Employed	0.0	15.0						
Contracted Services	13.0	0.0						

**Notes:**

- Custodial:** All expenses related to activities undertaken to keep the school environment clean and safe.
- Maintenance:** All expenses associated with the repair, replacement and minor construction of buildings, grounds and equipment components. This includes regular and preventative maintenance undertaken to ensure components reach or exceed their life cycle and the repair of broken components.
- Utilities & Telecommunications:** All expenses related to electricity, natural gas and other heating fuels, sewer and water, and all forms of telecommunications.
- Expensed IMP & Portable Relocations:** All expenses associated with non-capital activities related to Infrastructure Maintenance Program (IMP) and portable relocations.
- Facility Planning & Operations Maintenance:** All expenses related to the administration of operations and maintenance including (but not limited to) contract administration, clerical functions, negotiations, supervision of employees and contractors, administration of capital projects (including new schools, IMP (BQRP), and portable relocations), administration of joint-use agreements, and all expenses related to ensuring compliance with health and safety standards, codes and government regulations.
- Supported Capital & Debt Services:** All expenses related to supported capital assets amortization and interest on supported capital debt.

**SCHEDULE G to the AFS  
DISCLOSURE OF SALARIES AND BENEFITS - 2003-2004  
(SECTION 148.1 OF THE SCHOOL ACT)**

		FTE's	Remuneration	Benefits	Allowances	Performance Bonuses	ERIP's / Other	Total	Expenses
<b>Chairperson:</b>									
Name	Mrs. Jacquie Hansen	1.0	\$9,579	\$5,046	\$0			\$14,625	\$12,094
Name		0.0	\$0	\$0	\$0			\$0	\$0
<b>Other Board Members:</b>									
Name	Mr. Neill Fitzpatrick	1.0	\$8,979	\$4,710	\$0			\$13,689	\$4,163
Name	Mr. Dave Caron	1.0	\$8,287	\$4,771	\$0			\$13,058	\$7,838
Name	Mrs. Cathy Proulx	1.0	\$8,287	\$4,830	\$0			\$13,117	\$7,659
Name	Mr. Lou Duigou	1.0	\$8,287	\$1,333	\$0			\$9,620	\$7,106
Name	Ms. Leah Hogg	1.0	\$8,287	\$4,727	\$0			\$13,014	\$8,317
Name	Mr. Gordon Boddez	1.0	\$8,287	\$4,996	\$0			\$13,283	\$8,567
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
Name		0.0	\$0	\$0	\$0			\$0	\$0
<b>Subtotal</b>		<b>7.0</b>	<b>\$59,993</b>	<b>\$30,413</b>	<b>\$0</b>			<b>\$90,406</b>	<b>\$55,744</b>
Superintendent	Mr. Jerry Zimmer	0.2	\$23,083	\$2,771	\$600	\$0	\$0	\$26,454	\$892
Superintendent	Mr. Bill Hoppins	0.8	\$125,320	\$6,833	\$3,000	\$0	\$0	\$135,153	\$6,545
Secretary/Treasurer	Mr. Al Summers	1.0	\$106,826	\$16,275	\$3,000	\$0	\$0	\$126,101	\$14,283
Secretary/Treasurer		0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Secretary		0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Secretary		0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Treasurer		0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Treasurer		0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Certificated Salaries		369.5	\$26,134,446	\$3,222,174	\$16,250	\$0	\$0	\$29,372,870	
Uncertificated Salaries & Wages		215.5	\$7,348,277	\$1,776,653	\$10,800	\$0	\$0	\$9,135,730	
<b>TOTALS</b>			<b>\$33,797,945</b>	<b>\$5,055,119</b>	<b>\$33,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$38,886,714</b>	

**Note:** Employed or contracted out. Please refer to completion information on page 15.

Please explain below (on rows 49-51) where FTE is not equal to 1, on positions contracted out or shared, and for any reporting under ERIP's/Other (i.e retiring allowance, vacation payout, partial year payment for 2nd individual).

Mr. Bill Hoppins resigned effective June 30, 2004 (FTE .8) and Mr. Jerry Zimmer commenced the Superintendent position July 1, 2004 (FTE .20).

**SCHEDULE G1 to the AFS**  
**DISCLOSURE OF SALARIES AND BENEFITS (SECTION 148.1 OF THE SCHOOL ACT)**  
**COMPLETION INFORMATION**

(1)	Salary and benefits consist of and agree with the amounts properly recorded in the school jurisdiction's payroll records and related object codes for salaries, wages and benefits.
(2)	<b>Remuneration</b> includes regular base salaries, certificated school-based employee allowances outlined in collective agreements, overtime, honoraria, deferred salary leave accruals, lump sum payments <b>EXCEPTING TERMINATION BENEFITS</b> (See #10A below), any other direct cash remuneration <b>EXCEPTING PERFORMANCE PAY</b> (See #10 below).
(3)	Certificated salaries include the aggregate of all payments for certificated staff regardless of the length, nature or definition of the employment agreement. The number of full time equivalent (FTE) staff should be measured as at September 30.
(4)	Uncertificated salaries and wages should be measured in terms of the number of FTE staff employed as at September 30.
(5)	Salary and benefits information should be the aggregate amount covering the same fiscal period as the audited financial statements.
(6)	Salary must include deferred salary accruals.
(7)	Salary includes only payments for services subject to an employer-employee relationship.
(8)	<b>Benefits</b> include the employer's share of all employee benefits and contributions or payments made on behalf of employees including retirement pensions, Canada pension plan (CPP), employment insurance (EI), health care, dental coverage, vision coverage, out of country medical benefits, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans.
(9)	<b>Allowances</b> include all monies paid to an employee as miscellaneous <b>negotiated</b> allowances. This category will include car or travel allowances, isolation allowances, relocation expenses, sabbaticals, special leave with pay, financial and retirement planning services, and club memberships. <b>CERTIFICATED SCHOOL-BASED EMPLOYEE ALLOWANCES</b> , as outlined in collective agreements, are included in <b>Remuneration</b> - NOT Allowances.
(10)	<b>Performance Bonuses</b> include those monies paid to employees of the school authority that are tied to the achievement of some specified goal or objective.
(10A)	<b>Other</b> includes termination benefits ((severance pay, retiring allowances (ERIP's), sick leave and other settlement costs due to loss of employment).
(11)	<b>Expenses</b> will include the reimbursements of travel, subsistence, moving costs, conference fees, etc., paid by the employee <b>or on his/her behalf</b> in performing the responsibilities of employment.
(12)	The superintendent's position disclosure is in terms of one individual who is the Chief Executive Officer. Benefits for the superintendent do not include Alberta Learning contributions to the Teachers Retirement Fund pension plan.
(13)	The secretary-treasurer's position disclosure is in terms of one individual who is the Chief Financial Officer. If the board has not appointed one person to act as secretary-treasurer, then the disclosure is in terms of separate individuals appointed to the Board Treasurer and Board Secretary positions. Benefits for the secretary-treasurer include the Local Authorities Pension Plan contributions.
(13)	A position should include salary, benefits and allowances earned and expenses accrued by an individual who officially acted in a position while it was vacant or was appointed to the position. If a position was vacant and no one acted in the position, the position should not be disclosed.
(14)	Benefits and allowances need not include an amount for automobile, housing or other benefits for which a value cannot be reasonably estimated.
(15)	If a position is occupied by more than one individual during a year, each of those individual's specific expenses and salary, benefits and allowances earned by each of the individuals in the position need be disclosed separately.