

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

**BOYLE STREET EDUCATION CENTRE**


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Legal Name of School Jurisdiction

**10116 - 105 AVENUE, EDMONTON, AB T5H 0K2**

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Mailing Address

**PH: 780-424-4106 FAX: 780-425-2205**

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Telephone and Fax Numbers

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

The financial statements and supporting schedules BOYLE STREET EDUCATION CENTRE

(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.

<b>BOARD CHAIRMAN</b>	
<b>TRACY PELLAND</b>	<b>"Original Signed By"</b>
<small>Name</small>	<small>Signature</small>

<b>SUPERINTENDENT</b>	
<b>JOHN BROSEAU</b>	<b>"Original Signed By"</b>
<small>Name</small>	<small>Signature</small>

<b>SECRETARY TREASURER OR TREASURER</b>	
<b>HOPE HUNTER</b>	<b>"Original Signed By"</b>
<small>Name</small>	<small>Signature</small>

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Board-approved Release Date

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**DENNIS PALLARD PROFESSIONAL CORPORATION  
CHARTERED ACCOUNTANT**

Dennis Pallard, CA  
*dpallard@pallard.com*  
Tom Wong, CMA  
*twong@pallard.com*

#145, 14315 - 118 Avenue  
Edmonton, Alberta, Canada T5L 4S6  
Phone (780) 454-6757  
Fax (780) 455-0194

**AUDITOR'S REPORT**

To the directors of the Boyle Street Education Centre

I have audited the statement of financial position of Boyle Street Education Centre 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 organization's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. These standards require that I 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 my opinion these financial statements present fairly, in all material respects, the financial position of the organization 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 generally accepted accounting principles.

My 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 my opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Edmonton, Alberta  
November 17, 2004



**CHARTERED ACCOUNTANT**

**STATEMENT OF FINANCIAL POSITION**

as at August 31

(in dollars)

	2004	2003
<b>ASSETS</b>		
Current assets		
Cash and temporary investments	\$186,648	\$307,189
Accounts receivable (net after allowances)	\$277,158	\$58,597
Prepaid expenses	\$50,715	\$7,500
Other current assets	\$0	\$0
<b>Total current assets</b>	<b>\$514,521</b>	<b>\$373,286</b>
School generated assets	\$15,569	\$20,185
Trust assets	\$27,516	\$27,004
Long term accounts receivable	\$0	\$0
Long term investments	\$0	\$0
Capital assets		
Land	\$0	\$0
Buildings	\$99,071	
Less: accumulated amortization	\$0	\$99,071
Equipment	\$24,325	
Less: accumulated amortization	\$0	\$24,325
Vehicles	\$0	
Less: accumulated amortization	\$0	\$0
<b>Total capital assets</b>	<b>\$123,396</b>	<b>\$0</b>
<b>TOTAL ASSETS</b>	<b>\$681,002</b>	<b>\$420,475</b>
<b>LIABILITIES</b>		
Current liabilities		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$99,311	\$33,939
Deferred revenue	\$18,101	\$12,685
Deferred capital allocations	\$0	\$0
Current portion of all long term debt	\$0	\$0
<b>Total current liabilities</b>	<b>\$117,412</b>	<b>\$46,624</b>
School generated liabilities	\$15,569	\$20,185
Trust liabilities	\$27,516	\$27,004
Employee future benefits liability	\$0	\$0
Long term debt		
Supported: Debentures and other supported debt	\$0	\$0
Less: Current portion of supported debt	\$0	\$0
Unsupported: Debentures and Capital Loans	\$0	\$0
Capital Leases	\$0	\$0
Mortgages	\$0	\$0
Less: Current portion of unsupported debt	\$0	\$0
Unamortized capital allocations	\$0	\$0
<b>Total long term liabilities</b>	<b>\$43,085</b>	<b>\$47,189</b>
<b>TOTAL LIABILITIES</b>	<b>\$160,497</b>	<b>\$93,813</b>
<b>NET ASSETS</b>		
Unrestricted net assets	\$397,109	\$326,662
Operating Reserves	\$0	\$0
Accumulated Operating Surplus (Deficit)	\$397,109	\$326,662
Investment in capital assets	\$123,396	\$0
Capital Reserves	\$0	\$0
Total Capital Funds	\$123,396	\$0
<b>Total net assets</b>	<b>\$520,505</b>	<b>\$326,662</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$681,002</b>	<b>\$420,475</b>

**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	\$1,310,943	\$1,230,261	\$1,221,234
Alberta Infrastructure	\$321,843	\$192,811	\$54,926
Alberta Finance	\$0	\$0	\$0
Other Government of Alberta	\$0	\$0	\$0
Federal Government and/or First Nations	\$39,016	\$55,000	\$42,881
Other Alberta school authorities	\$0	\$0	\$0
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities	\$0	\$0	\$0
Instruction resource fees	\$0	\$0	\$0
Transportation fees	\$0	\$0	\$0
Other sales and services	\$0	\$0	\$0
Investment income	\$6,204	\$9,000	\$8,231
Gifts and donations	\$9,500	\$0	\$20,369
Rentals of facilities	\$0	\$0	\$0
Net school generated funds	\$7,191	\$0	\$10,042
Gains on disposal of capital assets	\$0	\$0	\$0
Amortization of capital allocations	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$1,694,697</b>	<b>\$1,487,072</b>	<b>\$1,357,683</b>
<b>EXPENSES</b>			
Certificated salaries	\$678,710	\$661,457	\$619,580
Certificated benefits	\$74,797	\$66,282	\$66,815
Uncertificated salaries and wages	\$227,616	\$199,698	\$251,418
Uncertificated benefits	\$28,998	\$31,284	\$34,022
Services, contracts and supplies	\$483,542	\$418,683	\$350,931
Net school generated funds	\$7,191	\$0	\$10,042
<b>Capital and debt services</b>			
Amortization of capital assets			
Supported	\$0	\$0	\$0
Unsupported	\$0	\$0	\$0
<b>Total Amortization of capital assets</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Interest on capital debt			
Supported	\$0	\$0	\$0
Unsupported	\$0	\$0	\$0
<b>Total Interest on capital debt</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Other interest charges	\$0	\$0	\$0
Losses on disposal of capital assets	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$1,500,854</b>	<b>\$1,377,404</b>	<b>\$1,332,808</b>
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES BEFORE UNRESTRICTED REVENUES USED FOR CAPITAL PURPOSES AND EXTRAORDINARY ITEM</b>			
	\$193,843	\$109,668	\$24,875
Unrestricted revenues used for capital purposes	\$0	\$0	\$0
Extraordinary Item	\$0	\$0	\$0
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES</b>	<b>\$193,843</b>	<b>\$109,668</b>	<b>\$24,875</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	\$193,843	\$24,875
Add (Deduct) items not requiring cash:		
Amortization of capital allocations revenue	\$0	\$0
Total amortization expense	\$0	\$0
Gains on disposal of capital assets	\$0	\$0
Losses on sale of capital assets	\$0	\$0
Changes in accrued accounts:		
Accounts receivable	(\$218,561)	(\$24,722)
Prepays and other current assets	(\$43,215)	(\$2,170)
Long term accounts receivable	\$0	\$0
Long term investments	\$0	\$0
Payables and accrued liabilities	\$65,372	(\$6,575)
Deferred revenue	\$5,416	\$11,099
Employee future benefits	\$0	\$0
Other (describe)	\$0	\$0
<b>Total sources (uses) of cash from Operations</b>	<b>\$2,855</b>	<b>\$2,507</b>
<b>B. INVESTING ACTIVITIES</b>		
Purchases of capital assets		
Land	\$0	\$0
Buildings	(\$99,071)	\$0
Equipment	(\$24,325)	\$0
Vehicles	\$0	\$0
Net proceeds from disposal of capital assets	\$0	\$0
Other (describe)	\$0	\$0
<b>Total sources (uses) of cash from Investing activities</b>	<b>(\$123,396)</b>	<b>\$0</b>
<b>C. FINANCING ACTIVITIES</b>		
Capital allocations received	\$0	\$0
Issue of long term debt	\$0	\$0
Repayment of long term debt	\$0	\$0
Add back: supported portion	\$0	\$0
Other (describe)	\$0	\$0
<b>Total sources (uses) from Financing activities</b>	<b>\$0</b>	<b>\$0</b>
<b>Net sources (uses) of cash equivalents* during year</b>	<b>(\$120,541)</b>	<b>\$2,507</b>
<b>Cash Equivalents at the beginning of the year</b>	<b>\$307,189</b>	<b>\$304,682</b>
<b>Cash Equivalents at the end of the year</b>	<b>\$186,648</b>	<b>\$307,189</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: 6017

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
	TOTAL	INVESTMENT	UNRESTRICTED	TOTAL	RESTRICTED NET ASSETS									
	NET ASSETS	IN CAPITAL	NET	NET ASSETS	School Based		Infrastructure	Board & System Admin.		Transportation		External Services		
(Columns 2+3+4)	ASSETS	ASSETS	(Columns 5 to 14)	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>	\$326,662	\$0	\$326,662	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prior period adjustments (describe)														
	\$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>	\$326,662	\$0	\$326,662	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Surplus(def) of revenue over expenses	\$193,843		\$193,843											
Board funded capital transactions		\$123,396	(\$123,396)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations of non-amortizable assets	\$0	\$0												
Amortization of capital assets		\$0	\$0											
Amortization of capital allocations		\$0	\$0											
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)		\$0	\$0											
Net transfers to operating reserves			\$0	\$0	\$0		\$0		\$0		\$0		\$0	
Net transfers from operating reserves			\$0	\$0	\$0		\$0		\$0		\$0		\$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>	\$520,505	\$123,396	\$397,109	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$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	\$0
<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>		\$0
<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>		\$0
<b>Balance at August 31, 2004</b>	\$0	\$0

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



**BOYLE STREET EDUCATION CENTRE**  
**NOTES TO FINANCIAL STATEMENTS**  
**AUGUST 31, 2004**

**1. AUTHORITY AND PURPOSE**

The Boyle Street Education Centre was incorporated on August 16, 2000 as a company pursuant to the Alberta Companies Act. The object for which the company is established is to maintain a Charter School within the meaning of the Alberta School Act and to do anything which is conducive to the attainment of the foregoing object. The income and property of the company must be applied solely towards the promotion of its objects and none of its property is to be paid or transferred to its members.

The Boyle Street Education Centre delivers education programs under the authority of the School Act, Chapter S-3, Statutes of Alberta, 2002.

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

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements have been prepared by management in accordance with Canadian 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**

Revenue is recognized as follows:

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

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 not recorded.

Externally restricted contributions are deferred and recognized as revenue in the period in which the restriction is complied with. Scholarship trust funds are recorded as direct increases in trust assets and liabilities.

**PROPERTY AND EQUIPMENT**

Property and equipment with a cost in excess of \$5,000 are capitalized. As at August 31, 2004 the Education Centre had no assets that were capitalized.

**SCHOOL GENERATED FUNDS**

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

**BOYLE STREET EDUCATION CENTRE**  
**NOTES TO FINANCIAL STATEMENTS**  
**AUGUST 31, 2004**

2. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** - continued

PENSIONS

The Education Centre's employment contracts have no provision for employer contributions to a pension plan. 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.

CONTRIBUTED SERVICES

Volunteers contribute a considerable number of hours per year to the Education Centre to ensure that certain programs are delivered. 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.

FINANCIAL INSTRUMENTS

The Education Centre's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities. It is management's opinion that the Education Centre is not exposed to significant interest, currency or credit risk arising from these financial instruments. Unless otherwise noted, the fair market value of these financial instruments approximate their carrying values. The Education Centre has invested surplus funds in accordance with Section 60 of the School Act and Section 5 of the Trustees Act.

TRUST ASSETS AND LIABILITIES

The Education Centre holds scholarship trust funds received from Canative Housing. The amount has been recorded as restricted cash and is to be used for future scholarship payments, the eligibility for which is to be determined by the Scholarship Committee.

OPERATING AND CAPITAL RESERVES

Reserves can be established by external mandates or at the discretion of the Board of Directors to set aside funds for future operations, capital expenditures or other purposes. Such reserves are appropriations of accumulated surplus and as at August 31, 2004 the Education Centre had not established any reserves.

**BOYLE STREET EDUCATION CENTRE**  
**NOTES TO FINANCIAL STATEMENTS**  
**AUGUST 31, 2004**

**3. ACCOUNTS RECEIVABLE**

Details of the accounts receivable are as follows:

	<u>2004</u>	<u>2003</u>
Due from Alberta Infrastructure	-	5,864
Final plant operations and maintenance received Sept. 8, 2004	108,172	-
Funding approval for 2003 to 2004 school year	80,898	-
Final 10% of lease subsidy for RH David Building	8,325	-
Due from Alberta Learning	-	29,122
Final payment receivable for 2003-2004 funding framework	57,980	-
Goods and Services Tax rebate	19,654	21,442
Boyle Street Service Society	2,129	2,129
General accounts receivable	-	40
	<u>\$ 277,158</u>	<u>\$ 58,597</u>

**4. PREPAID EXPENSES**

The prepaid expenses consist of insurance premiums paid which relate to the subsequent fiscal year.

**5. ACCOUNTS PAYABLE**

Details of the accounts payable are as follows:

	<u>2004</u>	<u>2003</u>
Other trade payables and accrued liabilities	\$ 99,311	\$ 33,937

**6. DEFERRED REVENUE**

Details of the deferred revenue are as follows:

	<u>2004</u>	<u>2003</u>
Alberta Infrastructure	\$ -	\$ 5,566
Justice Canada - Beat of Boyle Street	18,101	7,119
Alberta Learning one time grant	-	-
	<u>\$ 18,101</u>	<u>\$ 12,685</u>

**BOYLE STREET EDUCATION CENTRE**  
**NOTES TO FINANCIAL STATEMENTS**  
**AUGUST 31, 2004**

**7. SCHOOL GENERATED FUNDS**

Details of the school generated funds are as follows:

	<b>2004</b>	<b>2003</b>
Balance beginning of year	\$ 20,185	\$ 27,888
Source of School Generated Funds (SGF)		
Reimbursement of expenses	2,047	1,672
Interest earned	528	667
	22,760	30,227
Less SGF expended for the year	(7,191)	(10,042)
Balance end of year	\$ 15,569	\$ 20,185

**8. SCHOLARSHIP TRUST FUND**

Details of the scholarship trust fund are as follows:

	<b>2004</b>	<b>2003</b>
Balance beginning of year	\$ 27,004	\$ 26,374
Interest earned	512	630
Balance end of year	\$ 27,516	\$ 27,004

**9. BUDGET AMOUNTS**

The budget was prepared by the Education Centre and approved by the Board of Directors. It is presented for information purposes only and has not been audited.

**10. COMMITMENTS**

The organization has no formal agreement for the lease of its premises.

**11. COMPARATIVE FIGURES**

Certain 2003 figures have been reclassified in order to facilitate comparison.

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

School Jurisdiction Code: \_\_\_\_\_ 6017

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	\$1,166,862	\$0	\$1,166,862						
(2) Support block	\$85,779				\$27,468			\$58,311	
(3) Instruction & support block reallocations	\$0	\$0	\$0		\$0			\$0	\$0
(4) Alberta Initiative for School Improvement (AIS)	\$13,320	\$0	\$13,320						
(5) Student Health Initiative (SHI)	\$0	\$0	\$0						\$0
(6) Supernet Access	\$0							\$0	
(7) Teacher Salary Enhancement (TSE)	\$37,000	\$0	\$37,000					\$0	\$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	\$7,982	\$0	\$7,982	\$0	\$0			\$0	\$0
(11) <b>Total Alberta Learning Revenue</b>	<b>\$1,310,943</b>	<b>\$0</b>	<b>\$1,225,164</b>	<b>\$0</b>	<b>\$27,468</b>			<b>\$58,311</b>	<b>\$0</b>
<b>Alberta Infrastructure</b>									
(12) Expensed IMP (BQRP) support & portable relocations	\$0				\$0				
(13) Operations & Maintenance support	\$316,277			\$316,277					
(14) Operations & Maintenance support (One-Time)	\$5,566			\$5,566					
(15) <b>Total Alberta Infrastructure Revenue</b>	<b>\$321,843</b>			<b>\$321,843</b>					
(16) Alberta Finance	\$0			\$0					\$0
(17) Other - Government of Alberta	\$0	\$0	\$0	\$0	\$0			\$0	\$0
(18) Federal Government and/or First Nations	\$39,016	\$0	\$39,016	\$0	\$0			\$0	\$0
(19) Other Alberta school authorities	\$0	\$0	\$0	\$0	\$0			\$0	\$0
(20) Out of province authorities	\$0	\$0	\$0	\$0	\$0			\$0	\$0
(21) Alberta municipalities	\$0	\$0	\$0	\$0	\$0			\$0	\$0
(22) Instruction resource fees	\$0	\$0	\$0						
(23) Transportation fees	\$0				\$0				
(24) Other sales and services	\$0	\$0	\$0	\$0	\$0			\$0	\$0
(25) Investment income	\$6,204	\$0	\$5,214	\$641	\$112			\$237	\$0
(26) Gifts and donations	\$9,500	\$0	\$9,500	\$0	\$0			\$0	\$0
(27) Rentals of facilities	\$0		\$0	\$0	\$0			\$0	\$0
(28) Net school generated funds	\$7,191	\$0	\$7,191	\$0	\$0			\$0	\$0
(29) Gains on disposal of capital assets	\$0		\$0	\$0	\$0			\$0	\$0
(30) Amortization of capital allocations	\$0		\$0	\$0	\$0			\$0	\$0
(31) <b>TOTAL REVENUES</b>	<b>\$1,694,697</b>	<b>\$0</b>	<b>\$1,286,085</b>	<b>\$322,484</b>	<b>\$27,580</b>			<b>\$58,548</b>	<b>\$0</b>
<b>EXPENSES</b>									
(32) Certificated salaries	\$678,710	\$0	\$678,710					\$0	\$0
(33) Certificated benefits	\$74,797	\$0	\$74,797					\$0	\$0
(34) Uncertificated salaries and wages	\$227,616	\$0	\$178,569	\$9,834	\$0	\$0	\$39,213	\$39,213	\$0
(35) Uncertificated benefits	\$28,998	\$0	\$24,212	\$1,510	\$0	\$0	\$3,276	\$3,276	\$0
(36) <b>SUB - TOTAL</b>	<b>\$1,010,121</b>	<b>\$0</b>	<b>\$956,288</b>	<b>\$11,344</b>	<b>\$0</b>	<b>\$0</b>	<b>\$42,489</b>	<b>\$42,489</b>	<b>\$0</b>
(37) Services, contracts & supplies	\$483,542	\$0	\$261,587	\$169,693	\$19,981	\$497	\$31,784	\$32,281	\$0
(38) Cost recoveries & transfers (must balance to zero)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(39) Net school generated funds	\$7,191	\$0	\$7,191	\$0	\$0	\$0	\$0	\$0	\$0
<b>Capital and debt services</b>									
Amortization of capital assets									
(40) Supported	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
(41) Unsupported	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(42) Total Amortization	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest on capital debt									
(43) Supported	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
(44) Unsupported	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(45) Other interest charges	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
(46) Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(47) <b>TOTAL EXPENSES</b>	<b>\$1,500,854</b>	<b>\$0</b>	<b>\$1,225,066</b>	<b>\$181,037</b>	<b>\$19,981</b>	<b>\$497</b>	<b>\$74,273</b>	<b>\$74,770</b>	<b>\$0</b>
(48) Surplus(deficit) before unrestricted revenues used for capital purposes	\$193,843	\$0	\$61,019	\$141,447	\$7,599			(\$16,222)	\$0

**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	\$360,734	\$18,216	\$0	\$0	\$299,760	\$0	\$0	\$678,710
Certificated benefits	\$40,606	\$983	\$0	\$0	\$33,208	\$0	\$0	\$74,797
Uncertificated salaries and wages	\$28,023	\$25,840	\$0	\$0	\$124,706	\$0	\$0	\$178,569
Uncertificated benefits	\$4,190	\$2,705	\$0	\$0	\$17,317	\$0	\$0	\$24,212
<b>SUB - TOTAL REMUNERATION</b>	<b>\$433,553</b>	<b>\$47,744</b>	<b>\$0</b>	<b>\$0</b>	<b>\$474,991</b>	<b>\$0</b>	<b>\$0</b>	<b>\$956,288</b>
Services, contracts & supplies	\$94,145	\$71,579	\$0	\$0	\$82,543	\$13,320	\$0	\$261,587
Cost recoveries & transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net school generated funds	\$7,191							\$7,191
Amortization of capital assets								
Supported	\$0	\$0	\$0					\$0
Unsupported	\$0	\$0	\$0					\$0
<b>Total Amortization</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>					<b>\$0</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>\$534,889</b>	<b>\$119,323</b>	<b>\$0</b>	<b>\$0</b>	<b>\$557,534</b>	<b>\$13,320</b>	<b>\$0</b>	<b>\$1,225,066</b>
FTE Certificated				0.0	5.9			
FTE Uncertificated				0.0	5.9			

**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>	\$441,858	\$58,302	\$60,921	\$0	\$561,081	\$505,916	\$55,165
School Admin & Instruction Support Expenses						\$119,323	(\$119,323)
System Instruction Support Expenses						\$0	\$0
<b>Total Basic Instruction</b>	<b>\$441,858</b>	<b>\$58,302</b>	<b>\$60,921</b>	<b>\$0</b>	<b>\$561,081</b>	<b>\$625,239</b>	<b>(\$64,158)</b>
<b>Sub-Programs &amp; Initiatives</b>							
Severely Disabled	\$673,887	\$0	\$0		\$673,887	\$557,534	\$116,353
English as a Second Language	\$0				\$0	\$0	\$0
Enhanced Opportunities	\$0				\$0	\$0	\$0
First Nations, Metis, and Inuit Education	\$32,988		\$0		\$32,988	\$32,988	\$0
Institutional Programs	\$0				\$0	\$0	\$0
Sparsity & Distance	\$0				\$0		\$0
Growth & Density	\$10,436				\$10,436		\$10,436
Teacher Assistants Program	\$0				\$0	\$0	\$0
Early Literacy Initiative (K-2)	\$0				\$0	\$0	\$0
Learning Resources Credit & Resources for the Classroom	\$3,557	\$0	\$0		\$3,557	\$5,169	(\$1,612)
Technology Integration	\$4,136		\$0		\$4,136	\$4,136	\$0
French Language Program & Francisation (all jurisdictions)	\$0		\$0		\$0	\$0	\$0
Home Education	\$0		\$0		\$0	\$0	\$0
<b>Total Sub-Programs &amp; Initiatives</b>	<b>\$725,004</b>		<b>\$0</b>		<b>\$725,004</b>	<b>\$599,827</b>	<b>\$125,177</b>
<b>INSTRUCTION, GRADES 1-12</b>	<b>\$1,166,862</b>	<b>\$58,302</b>	<b>\$60,921</b>	<b>\$0</b>	<b>\$1,286,085</b>	<b>\$1,225,066</b>	<b>\$61,019</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)	\$1,162,726
Support Block - Transportation	\$27,468
<b>SUBTOTAL</b>	<b>\$1,190,194</b>
<b>Other Revenues</b>	
Alberta Infrastructure (Operations & Maintenance and Lease support)	\$316,277
Teacher Salary Enhancement	\$37,000
Other Alberta Learning revenues (Describe) Unfunded cost pressures, grade 10 supplemental	\$7,982
Other - Government of Alberta (Excluding Alberta Finance)	\$0
Federal government/First Nations	\$39,016
Other Alberta school authorities	\$0
Out of province local authorities	\$0
Alberta municipalities	\$0
Other sales and services	\$0
Interest on investments	\$6,204
Rentals of facilities	\$0
Gains on disposal of capital assets	\$0
Amortization of capital allocations	\$0
<b>School generated funds (Schedule E)</b>	<b>\$2,575</b>
<b>BASE TOTAL FOR CALCULATING MAXIMUM EXPENSE LIMIT</b>	<b>\$1,599,248</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%	6.00%
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)	\$95,955
<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>\$95,955</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	\$74,770
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>\$74,770</b>
Maximum Expense Limit for Board & System Administration (Step 3)	\$95,955
<b>ACTUAL EXPENSES - OVER(UNDER) MAXIMUM EXPENSE LIMIT</b>	<b>-\$21,185</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)	\$20,185
<b>Source of School Generated Funds:</b>	
Total School Generated Funds for the year (Note 2)	\$2,575
Less: SGF - related cost recoveries (Note 3)	\$0
- capitalized at the District level (Note 4)	\$0
<b>Net Total</b>	<b>\$2,575</b>
Plus: Donations Received (Note 5)	\$0
<b>Equals: Net Additions to SGF</b>	<b>\$2,575</b>
<b>Net SGF Available for discretionary spending</b>	<b>\$22,760</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)	\$7,191
<b>Unexpended SGF - Closing Balance August 31, 2004</b>	<b>\$15,569</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	\$9,834	\$0	\$0	\$0	\$0	\$9,834		\$9,834
Uncertificated benefits	\$1,510	\$0	\$0	\$0	\$0	\$1,510		\$1,510
<b>Sub-total Remuneration</b>	\$11,344	\$0	\$0	\$0	\$0	\$11,344		\$11,344
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Supplies	\$0	\$141,415	\$0	\$0	\$0	\$141,415		\$141,415
Electricity			\$0			\$0		\$0
Natural Gas/Heating Fuel			\$0			\$0		\$0
Sewer and Water			\$0			\$0		\$0
Telecommunications			\$28,278			\$28,278		\$28,278
Insurance					\$0	\$0		\$0
Net school generated funds	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Amortization of capital assets								
Supported							\$0	\$0
Unsupported						\$0		\$0
<b>Total Amortization</b>						\$0	\$0	\$0
Interest on capital debt								
Supported							\$0	\$0
Unsupported				\$0		\$0		\$0
Other interest charges						\$0		\$0
Losses on disposal of capital assets						\$0		\$0
Cost recoveries & transfers						\$0		\$0
<b>TOTAL EXPENSES</b>	\$11,344	\$141,415	\$28,278	\$0	\$0	\$181,037	\$0	\$181,037
<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	0.0						
Contracted Services	0.0	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 Tracy Pelland	1.0	\$0	\$0	\$0			\$0	\$0
Name		\$0	\$0	\$0			\$0	\$0
<b>Other Board Members:</b>								
Name Leanne Anderson	1.0	\$0	\$0	\$0			\$0	\$0
Name Bill McMillan	1.0	\$0	\$0	\$0			\$0	\$0
Name Merle Kennedy	1.0	\$0	\$0	\$0			\$0	\$0
Name Marvin Foulkes	1.0	\$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
Name	0.0	\$0	\$0	\$0			\$0	\$0
<b>Subtotal</b>	<b>5.0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
Superintendent John Brosseau	1.0	\$15,000	\$0	\$0	\$0	\$0	\$15,000	\$0
Superintendent	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Secretary/Treasurer Hope Hunter	1.0	\$24,213	\$3,276	\$0	\$0	\$0	\$27,489	\$0
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	11.0	\$678,711	\$74,797	\$0	\$0	\$0	\$753,508	
Uncertificated Salaries & Wages	7.0	\$188,403	\$25,722	\$0	\$0	\$0	\$214,125	
<b>TOTALS</b>		<b>\$906,327</b>	<b>\$103,795</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,010,122</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).

**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.