

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

St. Albert Protestant Separate School District No. 6

Legal Name of School Jurisdiction

60 Sir Winston Churchill Avenue, St. Albert, AB T8N 0G4

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Telephone and Fax Numbers

SCHOOL JURISDICTION MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The financial statements and supporting schedules St. Albert Protestant Separate School District No. 6

(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	
Dr. Morag Pansegrau Name	"ORIGINAL SIGNED" Signature

SUPERINTENDENT	
Joseph M. Demko Name	"ORIGINAL SIGNED" Signature

SECRETARY TREASURER OR TREASURER	
Michael R. Brenneis, BComm, CA Name	"ORIGINAL SIGNED" Signature

10-Nov-04

Board-approved Release Date

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October 29, 2004

Auditors' Report

**To the Board of Trustees of
St. Albert Protestant Separate School District No. 6**

We have audited the statement of financial position of **St. Albert Protestant Separate School District No. 6** 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 District'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 District 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.

The budgeted information in the statement of revenue and expenses has not been subjected to audit procedures and, accordingly, we do not express an opinion on this information.

PricewaterhouseCoopers LLP

Chartered Accountants

STATEMENT OF FINANCIAL POSITION
as at August 31

(in dollars)

	2004	2003
ASSETS		
Current assets		
Cash and temporary investments	\$4,130,228	\$4,216,852
Accounts receivable (net after allowances)	\$3,861,567	\$3,441,107
Prepaid expenses	\$157,415	\$147,650
Other current assets	\$0	\$0
Total current assets	\$8,149,210	\$7,805,609
School generated assets	\$673,869	\$664,627
Trust assets	\$105,726	\$54,171
Long term accounts receivable	\$0	\$0
Long term investments	\$0	\$0
Capital assets		
Land	\$1,601,571	\$1,601,571
Buildings	\$56,986,829	
Less: accumulated amortization	(\$30,478,670)	\$28,051,764
Equipment	\$1,968,331	
Less: accumulated amortization	(\$902,561)	\$1,065,770
Vehicles	\$343,627	
Less: accumulated amortization	(\$315,138)	\$28,489
Total capital assets	\$29,203,989	\$30,717,683
TOTAL ASSETS	\$38,132,794	\$39,242,090
LIABILITIES		
Current liabilities		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$2,866,063	\$2,983,944
Deferred revenue	\$1,162,693	\$1,111,817
Deferred capital allocations	\$31,873	\$49,755
Current portion of all long term debt	\$1,250,763	\$1,338,350
Total current liabilities	\$5,311,392	\$5,483,866
School generated liabilities	\$673,869	\$664,627
Trust liabilities	\$105,726	\$54,171
Employee future benefits liability	\$0	\$0
Long term debt		
Supported: Debentures and other supported debt	\$10,295,402	\$11,502,652
Less: Current portion of supported debt	(\$1,119,663)	(\$1,207,250)
Unsupported: Debentures and Capital Loans	\$327,800	\$458,900
Capital Leases	\$0	\$0
Mortgages	\$0	\$0
Less: Current portion of unsupported debt	(\$131,100)	(\$131,100)
Unamortized capital allocations	\$14,594,784	\$14,772,935
Total long term liabilities	\$24,746,818	\$26,114,935
TOTAL LIABILITIES	\$30,058,210	\$31,598,801
NET ASSETS		
Unrestricted net assets	\$326,433	\$729,192
Operating Reserves	\$3,546,033	\$2,689,378
Accumulated Operating Surplus (Deficit)	\$3,872,466	\$3,418,570
Investment in capital assets	\$3,986,004	\$3,983,197
Capital Reserves	\$216,114	\$241,522
Total Capital Funds	\$4,202,118	\$4,224,719
Total net assets	\$8,074,584	\$7,643,289
TOTAL LIABILITIES AND NET ASSETS	\$38,132,794	\$39,242,090

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
REVENUES			
Alberta Learning	\$36,688,583	\$35,484,953	\$35,621,192
Alberta Infrastructure	\$4,507,298	\$4,220,229	\$4,134,307
Alberta Finance	\$1,100,212	\$1,196,746	\$1,225,156
Other Government of Alberta	\$230,331	\$278,188	\$494,078
Federal Government and/or First Nations	\$88,307	\$0	\$89,302
Other Alberta school authorities	\$137,488	\$0	\$128,130
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities	\$0	\$0	\$0
Instruction resource fees	\$631,345	\$461,000	\$503,233
Transportation fees	\$293,907	\$278,250	\$281,460
Other sales and services	\$738,465	\$464,916	\$664,737
Investment income	\$147,955	\$100,000	\$178,443
Gifts and donations	\$8,039	\$18,000	\$10,025
Rentals of facilities	\$40,576	\$5,000	\$137,740
Net school generated funds	\$42,182	\$200,000	\$94,139
Gains on disposal of capital assets	\$0	\$0	\$0
Amortization of capital allocations	\$1,585,139	\$1,591,122	\$1,505,914
Total Revenues	\$46,239,827	\$44,298,404	\$45,067,856
EXPENSES			
Certificated salaries	\$24,892,601	\$23,834,327	\$23,644,306
Certificated benefits	\$2,779,441	\$2,700,335	\$2,748,230
Uncertificated salaries and wages	\$6,169,899	\$6,140,758	\$6,285,520
Uncertificated benefits	\$1,351,895	\$1,369,407	\$1,356,060
Services, contracts and supplies	\$7,367,429	\$7,489,849	\$7,384,423
Net school generated funds	\$42,182	\$200,000	\$94,139
Capital and debt services			
Amortization of capital assets			
Supported	\$1,585,139	\$1,591,122	\$1,505,914
Unsupported	\$490,124	\$490,208	\$508,823
Total Amortization of capital assets	\$2,075,263	\$2,081,330	\$2,014,737
Interest on capital debt			
Supported	\$1,100,212	\$1,126,746	\$1,225,156
Unsupported	\$29,610	\$32,020	\$38,885
Total Interest on capital debt	\$1,129,822	\$1,158,766	\$1,264,041
Other interest charges	\$0	\$0	\$0
Losses on disposal of capital assets	\$0	\$0	\$0
Total Expenses	\$45,808,532	\$44,974,772	\$44,791,456
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES BEFORE UNRESTRICTED REVENUES USED FOR CAPITAL PURPOSES AND EXTRAORDINARY ITEM			
	\$431,295	(\$676,368)	\$276,400
Unrestricted revenues used for capital purposes	\$0	\$0	\$0
Extraordinary Item	\$0	\$0	\$0
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES	\$431,295	(\$676,368)	\$276,400

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
CASH FLOWS FROM:		
A. OPERATIONS		
Surplus (deficit) of revenues over expenses for the year	\$431,295	\$276,400
Add (Deduct) items not requiring cash:		
Amortization of capital allocations revenue	(\$1,585,139)	(\$1,505,914)
Total amortization expense	\$2,075,263	\$2,014,737
Gains on disposal of capital assets	\$0	\$0
Losses on sale of capital assets	\$0	\$0
Changes in accrued accounts:		
Accounts receivable	(\$420,460)	(\$905,885)
Prepays and other current assets	(\$9,765)	(\$9,353)
Long term accounts receivable	\$0	\$0
Long term investments	\$0	\$0
Payables and accrued liabilities	(\$117,881)	(\$1,182,496)
Deferred revenue	\$50,876	(\$499,904)
Employee future benefits	\$0	\$0
Other (describe)	\$0	\$0
Total sources (uses) of cash from Operations	\$424,189	(\$1,812,415)
B. INVESTING ACTIVITIES		
Purchases of capital assets		
Land		\$0
Buildings	(\$199,738)	(\$1,634,547)
Equipment	(\$361,831)	(\$323,515)
Vehicles	\$0	\$0
Net proceeds from disposal of capital assets	\$0	\$0
Other (describe)	\$0	\$0
Total sources (uses) of cash from Investing activities	(\$561,569)	(\$1,958,062)
C. FINANCING ACTIVITIES		
Capital allocations received	\$181,856	\$510,168
Issue of long term debt	\$0	\$0
Repayment of long term debt	(\$1,338,350)	(\$1,405,339)
Add back: supported portion	\$1,207,250	\$1,274,238
Other (describe)	\$0	\$0
Total sources (uses) from Financing activities	\$50,756	\$379,067
Net sources (uses) of cash equivalents* during year	(\$86,624)	(\$3,391,410)
Cash Equivalents at the beginning of the year	\$4,216,852	\$7,608,262
Cash Equivalents at the end of the year	\$4,130,228	\$4,216,852

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: 7020

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
	TOTAL NET ASSETS (Columns 2+3+4)	INVESTMENT IN CAPITAL ASSETS	UNRESTRICTED NET ASSETS	TOTAL RESTRICTED NET ASSETS (Columns 5 to 14)	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
Balance at August 31, 2003	\$7,643,289	\$3,983,197	\$729,192	\$2,930,900	\$2,089,058	\$128,401	\$240,309	\$31,000	\$356,503	\$82,121	\$3,508	\$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
Adjusted Balance, Aug.31, 2003	\$7,643,289	\$3,983,197	\$729,192	\$2,930,900	\$2,089,058	\$128,401	\$240,309	\$31,000	\$356,503	\$82,121	\$3,508	\$0	\$0	\$0
Surplus(def) of revenue over expenses	\$431,295		\$431,295											
Board funded capital transactions		\$361,831	(\$361,831)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations of non-amortizable assets	\$0	\$0												
Amortization of capital assets		(\$2,075,263)	\$2,075,263											
Amortization of capital allocations		\$1,585,139	(\$1,585,139)											
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)		\$131,100	(\$131,100)											
Net transfers to operating reserves			(\$2,629,320)	\$2,629,320	\$2,346,988		\$0		\$248,103		\$34,229			\$0
Net transfers from operating reserves			\$1,772,665	(\$1,772,665)	(\$1,673,757)		(\$20,781)		(\$76,958)		(\$1,169)			\$0
Net transfers to capital reserves			\$0	\$0				\$0		\$0		\$0		\$0
Net transfers from capital reserves			\$25,408	(\$25,408)		(\$25,408)		\$0		\$0		\$0		\$0
Balance at August 31, 2004	\$8,074,584	\$3,986,004	\$326,433	\$3,762,147	\$2,762,289	\$102,993	\$219,528	\$31,000	\$527,648	\$82,121	\$36,568	\$0	\$0	\$0

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

for the Year Ended August 31, 2004

(in dollars)

	Deferred Capital Allocations	Unamortized Capital Allocations
Balance at August 31, 2003	\$49,755	\$14,772,935
Add:		
Capital allocations from: AB Infrastructure - New/Modernization Projects	\$181,856	
Other Government of Alberta	\$0	
Federal Government and/or First Nations	\$0	
Other sources	\$0	
Interest earned on provincial government capital allocations	\$0	
Other capital grants and donations	\$0	
Proceeds on disposal of supported capital assets	\$0	
Insurance proceeds	\$0	
Donated capital assets (depreciable, at Fair Market Value)		\$0
Transferred in capital assets (depreciable)		\$0
Current Year Debenture Principal Repayment		\$1,207,250
Expended capital allocations - current year	(\$199,738)	\$199,738
Less:		
Unamortized Capital Allocation affected by a disposal through transfer out		\$0
Capital allocations amortized to revenue		\$1,585,139
Balance at August 31, 2004	\$31,873	\$14,594,784

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

St. Albert Protestant Separate School District No. 6

Notes to Financial Statements

August 31, 2004

1 Authority and purpose

The District delivers primary and secondary education programs under the authority of the School Act, Chapter S-3, Statutes of Alberta, January 1, 2002.

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

2 Summary of significant accounting policies

The financial statements are prepared in accordance with Canadian generally accepted accounting principles 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 prepared within reasonable limits of materiality and within the framework of the significant accounting policies summarized below:

a) Revenue recognition

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.

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

Unrestricted donations are recognized as revenue when received or receivable. Donations 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.

b) Property and equipment

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

Buildings	2.5% to 10%
Equipment	10% and 20%
Vehicles	10% and 20%

St. Albert Protestant Separate School District No. 6

Notes to Financial Statements

August 31, 2004

Property and equipment are amortized in the year following acquisition.

Only property and equipment 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 asset.

c) Amortization

Amortization expense is reflected as a period expense on the income statement and results in a reduction to unrestricted net assets. However, an amount equal to the amortization of supported assets is recorded as revenue. Amortization expense results in a transfer from investment in capital assets to unrestricted net assets on the statement of changes in net assets. The transfer from investment in capital assets to unrestricted net assets offsets the effect of the amortization expense of the period resulting in no change to the accumulated surplus.

d) School generated funds

School generated funds are funds raised in the community for activities that come under the control and responsibility of school management. School generated funds are included in the financial statements of the District because the accountability and control of these funds rests with the school officials or their appointee(s).

e) Vacation pay

Vacation pay is recorded in the period in which it is earned.

f) 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, St. Albert Protestant Separate School District No. 6 does not make pension contributions for certificated staff.

The District participates in the multi-employer pension plan, Local Authorities Pension Plan. The District's expense for this plan is equivalent to the annual contributions of \$285,009 (2003 – \$246,394) for the year ended August 31, 2004. At December 31, 2003, the Local Authorities Pension Plan reported an actuarial deficiency of \$1,410,987,000 (2003 – \$444,980,000 deficiency).

g) Contributed services

Volunteers assist schools operated by the school district in carrying out certain activities. Because of the difficulty of determining their fair value and the fact that such assistance is generally not otherwise purchased, contributed services are not recognized in the financial statements.

St. Albert Protestant Separate School District No. 6

Notes to Financial Statements

August 31, 2004

h) Capital debt

Capital debt interest is recorded as an expenditure in the financial statements. Grants are receivable from Alberta Treasury for the interest expense and principal payments made on supported debt. The grant amounts received or receivable for the interest expense have been recorded as revenue in the financial statements. The total principal repayments on supported debt have been recorded to the debenture debt liability and equity in capital assets.

i) Financial instruments

The District's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities and long-term debt. It is management's opinion that the jurisdiction is not exposed to significant interest, currency or credit risks arising from these financial instruments. Unless otherwise noted, the fair values of these financial instruments approximate their carrying values.

3 Accounts receivable

	2004 \$	2003 \$
Province of Alberta	2,428,704	2,165,841
Federal Government	184,769	81,172
Alberta municipalities	1,108,156	1,041,404
Other	139,938	152,690
	<hr/> 3,861,567	<hr/> 3,441,107

4 Trust assets/trust liabilities

Trust assets and liabilities are accounts which the District is not entitled to, but which the District manages on behalf of others.

	2004 \$	2003 \$
Deferred salary leave plan	97,208	35,299
Other	8,518	18,872
	<hr/> 105,726	<hr/> 54,171

St. Albert Protestant Separate School District No. 6

Notes to Financial Statements

August 31, 2004

5 Accounts payable and accrued liabilities

	2004 \$	2003 \$
Trade payables and accrued liabilities	1,107,217	2,420,321
Province of Alberta	1,758,846	563,623
	<u>2,866,063</u>	<u>2,983,944</u>

During the year, Alberta Learning examined the District's procedures for recording credit enrolment units ("CEU") at one of the jurisdiction's high schools for the District's 2003 fiscal year. As of October 29, 2004, the District has not received any information on the results of Alberta Learning's work. Management believes that an adjustment to CEU revenue, if any, would not have a material adverse impact on the organization's financial position and statement of revenues and expenses.

6 Deferred revenue

	2004 \$	2003 \$
Infrastructure Maintenance Program (formerly Building Quality Restoration Program)	87,957	133,520
Block modernization	167,509	273,203
Deferred Infrastructure	185,136	-
Alberta Initiative for School Improvement	139,447	89,407
One time grant funding 1999	65,498	76,985
One time grant funding 2003 – 2004	-	285,012
Transportation fees	196,986	167,263
Tuition	178,342	85,774
Other	141,818	653
	<u>1,162,693</u>	<u>1,111,817</u>

St. Albert Protestant Separate School District No. 6

Notes to Financial Statements

August 31, 2004

7 Unamortized capital allocations

The initial receipt of funds specifically designated for the funding of capital assets are recorded to deferred capital allocations. As expenditures are incurred for the related asset, the appropriate proportion of deferred capital allocation funds are transferred to unamortized capital allocations.

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.

The deferred capital allocation balance of \$31,873 (2003 – \$49,755) results from unexpended school modernization funds received from the province but not expended at August 31, 2004.

8 Long-term debt

	2004 \$	2003 \$
Debentures outstanding at August 31, 2004 have interest rates, which vary between 6.25% to 12.0%. The terms of the debentures range from 8 to 25 years with payments of principal and interest made annually	10,623,202	11,961,552
Less: Current portion	1,250,763	1,338,350
	<u>9,372,439</u>	<u>10,623,202</u>

\$10,295,402 in debentures are supported by Alberta Finance and \$327,800 is unsupported debt.

The principal repayments in each of the next five fiscal years and beyond are as follows:

	Supported \$	Unsupported \$	Total \$
2005	1,119,663	131,100	1,250,763
2006	1,084,904	131,100	1,216,004
2007	1,057,304	65,600	1,122,904
2008	981,921	-	981,921
2009	922,811	-	922,811
Thereafter	5,128,799	-	5,128,799
	<u>10,295,402</u>	<u>327,800</u>	<u>10,623,202</u>

St. Albert Protestant Separate School District No. 6

Notes to Financial Statements

August 31, 2004

9 Internally restricted net assets

Reserves created by the authorization of the Board of Trustees represent funds allocated for future capital expenditures and future operating expenses. The capital reserves are established and expended in accordance with the terms and conditions established by the Board.

10 Related party transactions and economic dependence

Various Government of Alberta departments are involved with administering education, district facilities, and the various school boards in the province and are considered to be related parties. The District's primary source of revenue is from the Alberta Government. The District's ability to continue viable operations is dependant on this funding.

11 Urban School Insurance Consortium

The District is a member of the Urban School Insurance Consortium, an organization which facilitates the placement of property and liability insurance coverage for thirteen districts throughout the province of Alberta. Premium rebates are received from the insurers favourable claims experience and accumulated by the consortium to self-insure a portion of the member's risk exposure. The District's share of the accumulated consortium funds as at August 31, 2004 was \$237,287 (2003 – \$180,982). This amount has not been recognized in the District's financial statements, as the District has not realized the revenue.

12 Budget

The budget was prepared by district management with the Board of Trustees' approval given on May 14, 2003. 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: _____ 7020

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.	
Alberta Learning allocations									
(1) Instruction block	\$32,117,877	\$989,399	\$31,128,478						
(2) Support block	\$2,220,092				\$779,710			\$1,440,382	
(3) Instruction & support block reallocations	\$0	\$0	\$0		\$0			\$0	\$0
(4) Alberta Initiative for School Improvement (AISi)	\$722,545	\$0	\$722,545						
(5) Student Health Initiative (SHI)	\$0	\$0	\$0						\$0
(6) Supernet Access	\$0		\$0					\$0	
(7) Teacher Salary Enhancement (TSE)	\$1,349,000	\$0	\$1,349,000					\$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	\$279,069	\$0	\$267,169		\$11,900			\$0	\$0
(11) Total Alberta Learning Revenue	\$36,688,583	\$989,399	\$33,467,192	\$0	\$791,610			\$1,440,382	\$0
Alberta Infrastructure									
(12) Expensed IMP (BQRP) support & portable relocations	\$515,111			\$515,111					
(13) Operations & Maintenance support	\$3,626,139			\$3,626,139					
(14) Operations & Maintenance support (One-Time)	\$366,048			\$366,048					
(15) Total Alberta Infrastructure Revenue	\$4,507,298			\$4,507,298					
(16) Alberta Finance	\$1,100,212			\$1,100,212					\$0
(17) Other - Government of Alberta	\$230,331	\$4,454	\$211,217	\$14,660	\$0			\$0	\$0
(18) Federal Government and/or First Nations	\$88,307	\$0	\$88,307	\$0	\$0			\$0	\$0
(19) Other Alberta school authorities	\$137,488	\$0	\$137,488	\$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	\$631,345	\$0	\$631,345						
(23) Transportation fees	\$293,907				\$293,907				
(24) Other sales and services	\$738,465	\$0	\$689,863	\$8,906	\$0			\$39,696	\$0
(25) Investment income	\$147,955	\$0	\$0	\$0	\$0			\$147,955	\$0
(26) Gifts and donations	\$8,039	\$0	\$8,039	\$0	\$0				\$0
(27) Rentals of facilities	\$40,576		\$36,670	\$4,706	\$0			\$200	\$0
(28) Net school generated funds	\$42,182	\$0	\$42,182	\$0	\$0			\$0	\$0
(29) Gains on disposal of capital assets	\$0		\$0	\$0	\$0			\$0	\$0
(30) Amortization of capital allocations	\$1,585,139		\$0	\$1,585,139	\$0				\$0
(31) TOTAL REVENUES	\$46,239,827	\$993,853	\$35,311,303	\$7,220,921	\$1,085,517			\$1,628,233	\$0
EXPENSES									
(32) Certificated salaries	\$24,892,601	\$598,005	\$24,034,752				\$259,844	\$259,844	\$0
(33) Certificated benefits	\$2,779,441	\$69,505	\$2,688,534				\$21,402	\$21,402	\$0
(34) Uncertificated salaries and wages	\$6,169,899	\$85,668	\$3,698,140	\$1,690,833	\$44,283	\$92,208	\$558,767	\$650,975	\$0
(35) Uncertificated benefits	\$1,351,895	\$16,333	\$860,240	\$344,770	\$9,545	\$5,660	\$115,347	\$121,007	\$0
(36) SUB - TOTAL	\$35,193,836	\$769,511	\$31,281,666	\$2,035,603	\$53,828	\$97,868	\$955,360	\$1,053,228	\$0
(37) Services, contracts & supplies	\$7,367,429	\$102,152	\$3,656,348	\$2,269,219	\$997,461	\$30,781	\$311,468	\$342,249	\$0
(38) Cost recoveries & transfers (must balance to zero)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(39) Net school generated funds	\$42,182	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital and debt services									
Amortization of capital assets									
(40) Supported	\$1,585,139	\$0	\$0	\$1,585,139	\$0		\$0	\$0	\$0
(41) Unsupported	\$490,124	\$0	\$224,638	\$221,920	\$1,169	\$0	\$42,397	\$42,397	\$0
(42) Total Amortization	\$2,075,263	\$0	\$224,638	\$1,807,059	\$1,169	\$0	\$42,397	\$42,397	\$0
Interest on capital debt									
(43) Supported	\$1,100,212	\$0	\$0	\$1,100,212	\$0		\$0	\$0	\$0
(44) Unsupported	\$29,610	\$0	\$0	\$29,610	\$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) TOTAL EXPENSES	\$45,808,532	\$871,663	\$35,162,652	\$7,241,703	\$1,052,458	\$128,649	\$1,309,225	\$1,437,874	\$0
(48) Surplus(deficit) before unrestricted revenues used for capital purposes	\$431,295	\$122,190	\$148,651	(\$20,782)	\$33,059			\$190,359	\$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	\$18,358,684	\$2,597,982	\$93,444	\$2,151,076	\$280,357	\$553,209	\$0	\$24,034,752
Certificated benefits	\$2,022,530	\$317,104	\$7,359	\$250,013	\$31,460	\$60,068	\$0	\$2,688,534
Uncertificated salaries and wages	\$304,314	\$1,652,910	\$115,470	\$601,104	\$1,021,640	\$2,702	\$0	\$3,698,140
Uncertificated benefits	\$59,108	\$396,527	\$25,126	\$138,082	\$240,803	\$594	\$0	\$860,240
SUB - TOTAL REMUNERATION	\$20,744,636	\$4,964,523	\$241,399	\$3,140,275	\$1,574,260	\$616,573	\$0	\$31,281,666
Services, contracts & supplies	\$2,343,687	\$615,024	\$108,915	\$223,117	\$212,331	\$153,274	\$0	\$3,656,348
Cost recoveries & transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net school generated funds	\$0							\$0
Amortization of capital assets								
Supported	\$0	\$0	\$0					\$0
Unsupported	\$178,959	\$31,010	\$14,669					\$224,638
Total Amortization	\$178,959	\$31,010	\$14,669					\$224,638
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
TOTAL EXPENSES	\$23,267,282	\$5,610,557	\$364,983	\$3,363,392	\$1,786,591	\$769,847	\$0	\$35,162,652
FTE Certificated				32.9	4.3			
FTE Uncertificated				23.6	40.0			

**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
Basic Instruction	\$28,444,967	\$2,113,322	\$1,212,766	\$0	\$31,771,055	\$25,970,353	\$5,800,702
School Admin & Instruction Support Expenses						\$5,610,557	(\$5,610,557)
System Instruction Support Expenses						\$364,983	(\$364,983)
Total Basic Instruction	\$28,444,967	\$2,113,322	\$1,212,766	\$0	\$31,771,055	\$31,945,893	(\$174,838)
Sub-Programs & Initiatives							
Severely Disabled	\$1,912,102	\$123,300	\$0		\$2,035,402	\$1,786,591	\$248,811
English as a Second Language	\$29,440				\$29,440	\$29,440	\$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	\$0				\$0		\$0
Growth & Density	\$53,117				\$53,117		\$53,117
Teacher Assistants Program	\$107,644				\$107,644	\$107,644	\$0
Early Literacy Initiative (K-2)	\$185,937				\$185,937	\$185,937	\$0
Learning Resources Credit & Resources for the Classroom	\$39,418	\$102,092	\$631,345		\$772,855	\$772,855	\$0
Technology Integration	\$274,032		\$0		\$274,032	\$252,471	\$21,561
French Language Program & Francisation (all jurisdictions)	\$80,839		\$0		\$80,839	\$80,839	\$0
Home Education	\$982		\$0		\$982	\$982	\$0
Total Sub-Programs & Initiatives	\$2,683,511		\$631,345		\$3,540,248	\$3,216,759	\$323,489
INSTRUCTION, GRADES 1-12	\$31,128,478	\$2,338,714	\$1,844,111	\$0	\$35,311,303	\$35,162,652	\$148,651

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

STEP 1	
Determine the total eligible revenue which is used as the BASE TOTAL to calculate the maximum eligible expense limits for Board and System Administration	
Total Revenues (Schedule A):	
Instruction Block - Grades ECS -12 (excluding technology integration)	\$31,843,845
Support Block - Transportation	\$779,710
SUBTOTAL	\$32,623,555
Other Revenues	
Alberta Infrastructure (Operations & Maintenance and Lease support)	\$3,626,139
Teacher Salary Enhancement	\$1,349,000
Other Alberta Learning revenues (Describe)	\$0
Other - Government of Alberta (Excluding Alberta Finance)	\$230,331
Federal government/First Nations	\$88,307
Other Alberta school authorities	\$137,488
Out of province local authorities	\$0
Alberta municipalities	\$0
Other sales and services	\$738,465
Interest on investments	\$147,955
Rentals of facilities	\$40,576
Gains on disposal of capital assets	\$0
Amortization of capital allocations	\$1,585,139
School generated funds (Schedule E)	\$2,125,539
BASE TOTAL FOR CALCULATING MAXIMUM EXPENSE LIMIT	\$42,692,494
STEP 2	
Calculation of maximum expense limit PERCENTAGE for Board and System Administration expenses	
If "Total Net Enrolled Students" are 6,000 and over = 4%	4.00%
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.	
STEP 3	
Calculate maximum expense limit AMOUNTS for Board and System Administration expenses	
Maximum Expense Limit percentage (Step 2) x Base Total (Step 1)	\$1,707,700
Considerations for Charter Schools and Small Boards:	
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)	
MAXIMUM EXPENSE LIMIT	\$1,707,700
STEP 4	
Compare maximum expense limit amounts calculated in Step 3 to actual expenses (from Schedule A)	
Actual Board Governance & System Administration expenses	\$1,437,874
PLUS: transfers to Restricted - Operating (Board/System Administration)	\$248,103
LESS: transfers from Restricted - Operating (Board/System Administration)	-\$76,958
TOTAL BOARD GOVERNANCE & SYSTEM ADMINISTRATION EXPENSES	\$1,609,019
Maximum Expense Limit for Board & System Administration (Step 3)	\$1,707,700
ACTUAL EXPENSES - OVER(UNDER) MAXIMUM EXPENSE LIMIT	-\$98,681

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

Unexpended SGF - Opening Balance August 31, 2003 (Note 1)	\$664,627
Source of School Generated Funds:	
Total School Generated Funds for the year (Note 2)	\$2,125,539
Less: SGF - related cost recoveries (Note 3)	\$2,064,830
- capitalized at the District level (Note 4)	\$9,285
Net Total	\$51,424
Plus: Donations Received (Note 5)	\$0
Equals: Net Additions to SGF	\$51,424
Net SGF Available for discretionary spending	\$716,051
Net SGF revenue and Net SGF expense - per schedule A, lines 28 and 39	
Net expended SGF for discretionary purposes (Note 6)	\$42,182
Unexpended SGF - Closing Balance August 31, 2004	\$673,869
<p>Note 1 Input "(Restated)" beside Balance at August 31, 2003 where not taken from the finalized 2002-2003 Audited Financial Statements.</p> <p>Note 2 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>Note 3 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>Note 4 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>Note 5 Donations are restricted to cash; gifts in kind are treated as board assets, not SGF. Amounts are net of related expenses.</p> <p>Note 6 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	\$1,085,119	\$421,222	\$0	\$0	\$184,492	\$1,690,833		\$1,690,833
Uncertificated benefits	\$228,109	\$81,855	\$0	\$0	\$34,806	\$344,770		\$344,770
Sub-total Remuneration	\$1,313,228	\$503,077	\$0	\$0	\$219,298	\$2,035,603		\$2,035,603
Contracted Services	\$175,938	\$16,461	\$25,563	\$242,750	\$1,239	\$461,951		\$461,951
Supplies	\$151,647	\$478,527	\$0	\$242,750	\$4,044	\$876,968		\$876,968
Electricity			\$440,403			\$440,403		\$440,403
Natural Gas/Heating Fuel			\$322,092			\$322,092		\$322,092
Sewer and Water			\$59,636			\$59,636		\$59,636
Telecommunications			\$14,562			\$14,562		\$14,562
Insurance					\$93,607	\$93,607		\$93,607
Net school generated funds	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Amortization of capital assets								
Supported							\$1,585,139	\$1,585,139
Unsupported						\$221,920		\$221,920
Total Amortization						\$221,920	\$1,585,139	\$1,807,059
Interest on capital debt								
Supported							\$1,100,212	\$1,100,212
Unsupported				\$29,610		\$0		\$29,610
Other interest charges						\$0		\$0
Losses on disposal of capital assets						\$0		\$0
Cost recoveries & transfers						\$0		\$0
TOTAL EXPENSES	\$1,640,813	\$998,065	\$862,256	\$515,110	\$318,188	\$4,556,352	\$2,685,351	\$7,241,703
SQUARE METRES								
School Buildings								70,284.2
Non School Buildings								3,660.5
STAFF FTE'S (Completion Optional for 2003/2004)								
Board Employed	30.8	8.5						
Contracted Services	6.0	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
Chairperson:								
Name Joan Trettler	1.0	\$23,199	\$597	\$0			\$23,796	\$1,692
Name	0.0	\$0	\$0	\$0			\$0	\$0
Other Board Members:								
Name Joan Alexander	1.0	\$16,875	\$943	\$0			\$17,818	\$375
Name Irene Harvey	1.0	\$16,382	\$1,464	\$0			\$17,846	\$1,914
Name Judy Huisman	1.0	\$17,880	\$1,336	\$0			\$19,216	\$945
Name Morag Pansegrau	1.0	\$17,869	\$472	\$0			\$18,341	\$2,246
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
Name	0.0	\$0	\$0	\$0			\$0	\$0
Subtotal	5.0	\$92,205	\$4,812	\$0			\$97,017	\$7,172
Superintendent Joe Demko	1.0	\$120,448	\$8,502	\$0	\$0	\$0	\$128,950	\$1,763
Superintendent	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Secretary/Treasurer	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Secretary/Treasurer	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Secretary Donna Taylor	1.0	\$43,576	\$10,890	\$0	\$0	\$0	\$54,466	\$145
Board Secretary	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Board Treasurer Michael Brenneis	1.0	\$108,319	\$16,677	\$0	\$0	\$0	\$124,996	\$1,483
Board Treasurer	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Certificated Salaries	350.1	\$24,772,153	\$2,770,939	\$0	\$0	\$0	\$27,543,092	
Uncertificated Salaries & Wages	175.2	\$5,925,799	\$1,319,516	\$0	\$0	\$0	\$7,245,315	
TOTALS		\$31,062,500	\$4,131,336	\$0	\$0	\$0	\$35,193,836	

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)	Remuneration includes regular base salaries, certificated school-based employee allowances outlined in collective agreements, overtime, honoraria, deferred salary leave accruals, lump sum payments EXCEPTING TERMINATION BENEFITS (See #10A below), any other direct cash remuneration EXCEPTING PERFORMANCE PAY (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)	Benefits 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)	Allowances include all monies paid to an employee as miscellaneous negotiated 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. CERTIFICATED SCHOOL-BASED EMPLOYEE ALLOWANCES , as outlined in collective agreements, are included in Remuneration - NOT Allowances.
(10)	Performance Bonuses include those monies paid to employees of the school authority that are tied to the achievement of some specified goal or objective.
(10A)	Other includes termination benefits ((severance pay, retiring allowances (ERIP's), sick leave and other settlement costs due to loss of employment).
(11)	Expenses will include the reimbursements of travel, subsistence, moving costs, conference fees, etc., paid by the employee or on his/her behalf 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.