

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

The Greater North Central Francophone Education Region No. 2

Legal Name of School Jurisdiction

301, 8627 - 91 Street, Edmonton, Alberta, T6C 3N1

Mailing Address

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Telephone and Fax Numbers

SCHOOL JURISDICTION MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The financial statements and supporting schedules The Greater North Central Francophone Education Region No. 2
(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	
Claude Duret Name	"ORIGINAL SIGNED" Signature

SUPERINTENDENT	
Henri Lemire Name	"ORIGINAL SIGNED" Signature

SECRETARY TREASURER OR TREASURER	
Robert Nantel Name	"ORIGINAL SIGNED" Signature

9-Nov-04
Board-approved Release Date

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Auditors' Report

To the Board of Trustees,
The Greater North Central Francophone
Education Region No. 2

We have audited the statement of financial position of **The Greater North Central Francophone Education Region No. 2** 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 school jurisdiction'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 school jurisdiction as at August 31, 2004 and the results of its operations, changes in cash flows, 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.



Edmonton, AB
November 3, 2004

KING & COMPANY,
Chartered Accountants

STATEMENT OF FINANCIAL POSITION
as at August 31

(in dollars)

	2004	2003
ASSETS		
Current assets		
Cash and temporary investments	\$2,333,060	\$4,944,535
Accounts receivable (net after allowances)	\$1,116,982	\$991,752
Prepaid expenses	\$282,938	\$288,220
Other current assets	\$0	\$0
Total current assets	\$3,732,980	\$6,224,507
School generated assets	\$294,208	\$260,744
Trust assets	\$49,034	\$82,670
Long term accounts receivable	\$0	\$0
Long term investments	\$0	\$0
Capital assets		
Land	\$3,884,000	\$3,884,000
Buildings	\$27,007,004	
Less: accumulated amortization	(\$7,910,077)	\$19,727,200
Equipment	\$1,967,495	
Less: accumulated amortization	(\$955,524)	\$926,923
Vehicles	\$98,696	
Less: accumulated amortization	(\$87,648)	\$11,048
Total capital assets	\$24,003,946	\$24,572,745
TOTAL ASSETS	\$28,080,168	\$31,140,666
LIABILITIES		
Current liabilities		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$1,044,274	\$2,639,555
Deferred revenue	\$492,704	\$698,738
Deferred capital allocations	(\$534,582)	\$315,422
Current portion of all long term debt	\$14,829	\$41,248
Total current liabilities	\$1,017,225	\$3,694,963
School generated liabilities	\$294,208	\$260,744
Trust liabilities	\$49,034	\$82,670
Employee future benefits liability	\$58,683	\$15,000
Long term debt		
Supported: Debentures and other supported debt	\$88,864	\$130,112
Less: Current portion of supported debt	(\$14,829)	(\$41,248)
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	\$19,594,110	\$19,991,373
Total long term liabilities	\$20,070,070	\$20,438,651
TOTAL LIABILITIES	\$21,087,295	\$24,133,614
NET ASSETS		
Unrestricted net assets	\$2,320,545	\$2,227,929
Operating Reserves	\$181,356	\$157,863
Accumulated Operating Surplus (Deficit)	\$2,501,901	\$2,385,792
Investment in capital assets	\$4,320,972	\$4,451,260
Capital Reserves	\$170,000	\$170,000
Total Capital Funds	\$4,490,972	\$4,621,260
Total net assets	\$6,992,873	\$7,007,052
TOTAL LIABILITIES AND NET ASSETS	\$28,080,168	\$31,140,666

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 Restated
REVENUES			
Alberta Learning	\$14,249,124	\$14,263,999	\$13,749,371
Alberta Infrastructure	\$2,145,335	\$1,490,992	\$1,697,631
Alberta Finance	\$12,458	\$14,953	\$71,594
Other Government of Alberta	\$2,800	\$0	\$5,600
Federal Government and/or First Nations	\$499,978	\$361,210	\$236,565
Other Alberta school authorities	\$120,100	\$60,500	\$126,716
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities	\$4,763	\$0	\$0
Instruction resource fees	\$260,637	\$359,500	\$241,400
Transportation fees	\$0	\$0	\$0
Other sales and services	\$23,991	\$9,000	\$37,474
Investment income	\$68,552	\$40,000	\$124,242
Gifts and donations	\$8,260	\$1,600	\$1,249
Rentals of facilities	\$23,826	\$27,310	\$50,344
Net school generated funds	\$179,082	\$197,000	\$197,390
Gains on disposal of capital assets	\$0	\$0	\$0
Amortization of capital allocations	\$1,289,159	\$1,016,396	\$1,117,779
Total Revenues	\$18,888,065	\$17,842,460	\$17,657,355
EXPENSES			
Certificated salaries	\$7,800,003	\$7,499,620	\$7,375,954
Certificated benefits	\$814,664	\$834,824	\$811,010
Uncertificated salaries and wages	\$2,186,238	\$2,058,872	\$2,009,576
Uncertificated benefits	\$389,552	\$421,764	\$344,256
Services, contracts and supplies	\$6,056,884	\$6,105,268	\$5,883,613
Net school generated funds	\$179,082	\$197,000	\$197,390
Capital and debt services			
Amortization of capital assets			
Supported	\$1,289,159	\$1,016,396	\$1,117,779
Unsupported	\$173,971	\$138,682	\$142,099
Total Amortization of capital assets	\$1,463,130	\$1,155,078	\$1,259,878
Interest on capital debt			
Supported	\$12,458	\$14,953	\$21,241
Unsupported	\$0	\$0	\$0
Total Interest on capital debt	\$12,458	\$14,953	\$21,241
Other interest charges	\$233	\$0	\$241
Losses on disposal of capital assets	\$0	\$0	\$0
Total Expenses	\$18,902,244	\$18,287,379	\$17,903,159
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES BEFORE UNRESTRICTED REVENUES USED FOR CAPITAL PURPOSES AND EXTRAORDINARY ITEM	(\$14,179)	(\$444,919)	(\$245,804)
Unrestricted revenues used for capital purposes	\$0	\$0	\$0
Extraordinary Item	\$0	\$0	\$0
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES	(\$14,179)	(\$444,919)	(\$245,804)

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	(\$14,179)	(\$245,804)
Add (Deduct) items not requiring cash:		
Amortization of capital allocations revenue	(\$1,289,159)	(\$1,117,779)
Total amortization expense	\$1,463,130	\$1,259,878
Gains on disposal of capital assets	\$0	\$0
Losses on sale of capital assets	\$0	\$0
Changes in accrued accounts:		
Accounts receivable	(\$125,230)	(\$290,963)
Prepays and other current assets	\$5,282	\$16,129
Long term accounts receivable	\$0	\$0
Long term investments	\$0	\$0
Payables and accrued liabilities	(\$1,595,281)	\$1,306,164
Deferred revenue	(\$206,034)	\$9,920
Employee future benefits	\$43,683	\$15,000
Other (describe)	\$0	\$0
Total sources (uses) of cash from Operations	(\$1,717,788)	\$952,545
B. INVESTING ACTIVITIES		
Purchases of capital assets		
Land	\$0	\$0
Buildings	(\$523,978)	(\$2,663,323)
Equipment	(\$370,353)	(\$467,642)
Vehicles	\$0	\$0
Net proceeds from disposal of capital assets	\$0	\$0
Other (describe)	\$0	\$0
Total sources (uses) of cash from Investing activities	(\$894,331)	(\$3,130,965)
C. FINANCING ACTIVITIES		
Capital allocations received	\$644	\$934,520
Issue of long term debt	\$0	\$0
Repayment of long term debt	(\$41,248)	(\$42,577)
Add back: supported portion	\$41,248	\$42,577
Other (describe)	\$0	\$0
Total sources (uses) from Financing activities	\$644	\$934,520
Net sources (uses) of cash equivalents* during year	(\$2,611,475)	(\$1,243,900)
Cash Equivalents at the beginning of the year	\$4,944,535	\$6,188,435
Cash Equivalents at the end of the year	\$2,333,060	\$4,944,535

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: 8040

	(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	\$7,007,052	\$4,451,260	\$2,227,929	\$327,863	\$37,863	\$170,000	\$120,000	\$0	\$0	\$0	\$0	\$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	\$7,007,052	\$4,451,260	\$2,227,929	\$327,863	\$37,863	\$170,000	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Surplus(def) of revenue over expenses	(\$14,179)		(\$14,179)											
Board funded capital transactions		\$43,683	(\$43,683)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations of non-amortizable assets	\$0	\$0												
Amortization of capital assets		(\$1,463,130)	\$1,463,130											
Amortization of capital allocations		\$1,289,159	(\$1,289,159)											
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			(\$23,493)	\$23,493	\$23,493		\$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
Balance at August 31, 2004	\$6,992,873	\$4,320,972	\$2,320,545	\$351,356	\$61,356	\$170,000	\$120,000	\$0	\$0	\$0	\$0	\$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	\$315,422	\$19,991,373
Add:		
Capital allocations from: AB Infrastructure - New/Modernization Projects	\$0	
Other Government of Alberta	\$0	
Federal Government and/or First Nations	\$0	
Other sources	\$0	
Interest earned on provincial government capital allocations	\$644	
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		\$41,248
Expended capital allocations - current year	(\$850,648)	\$850,648
Less:		
Unamortized Capital Allocation affected by a disposal through transfer out		\$0
Capital allocations amortized to revenue		\$1,289,159
Balance at August 31, 2004	(\$534,582)	\$19,594,110

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

THE GREATER NORTH CENTRAL FRANCOPHONE EDUCATION REGION NO. 2

Notes to the Financial Statements For the Year Ended August 31, 2004

1. AUTHORITY AND PURPOSE

The school jurisdiction delivers education programs under the authority of the School Act, Revised Statutes of Alberta 2000, Chapter S-3.

The jurisdiction receives block allocations for instruction and support under Regulation 77/2003. The regulation allows for the setting of conditions and use of grant monies. The school jurisdiction is limited on administration expenses and is permitted to reallocate funding within the Alberta Learning instruction and support block areas.

2. ACCOUNTING POLICIES

These financial statements have been 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 judgement. 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 recorded at fair market value when reasonably determinable.

Externally restricted contributions are deferred and recognized as revenue in the period in which the restriction is complied with. Endowment contributions are recognized as direct increases in net assets in the period in which they are received.

Capital Assets

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

Buildings	2.5% to 4%
Vehicles and buses	33⅓%
Equipment and furnishings	20% and 33⅓%

THE GREATER NORTH CENTRAL FRANCOPHONE EDUCATION REGION NO. 2

Notes to the Financial Statements For the Year Ended August 31, 2004

2. ACCOUNTING POLICIES (Continued)

Capital Assets (Continued)

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

School Generated Funds

These are funds in the community, which come under the control and responsibility of the school principal and are for school activities. These funds are usually collected and retained at the school for expenditures paid at the school level (e.g. yearbook sales, graduation fees, field trip fees, etc.).

Vacation Pay

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

Pensions

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

The current service and past service costs of the Alberta Teacher Retirement Fund are met by contributions by active members and the Government of Alberta. Under the terms of the Teachers Pension Plan Act, the school division does not make pension contributions for certificated staff.

The school jurisdiction participates in the multi-employer pension plan, Local Authorities Pension Plan. The expense for this pension plan is equivalent to the annual contributions of \$16,299 for the year ended August 31, 2004. At December 31, 2003, the Local Authorities Pension Plan reported an actuarial deficiency of \$1,410,987.00 (2002 deficiency of \$444,980.00).

The school jurisdiction also has a retirement benefit obligation. This obligation is unfunded and requires no contributions from employees. Expense for this obligation is recorded using the projected benefit method prorated on services. A transitional accrued benefit obligation is accounted for prospectively and amortized using the straight-line method over 6 years.

Prepaid Expenses

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

Contributed Services

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

THE GREATER NORTH CENTRAL FRANCOPHONE EDUCATION REGION NO. 2

Notes to the Financial Statements For the Year Ended August 31, 2004

2. ACCOUNTING POLICIES (Continued)

Financial Instruments

The school jurisdiction's financial instruments consist of cash, accounts receivable, accounts payable, accrued liabilities, and long-term debt. It is management's opinion that the school 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. The school jurisdiction has invested surplus funds in accordance with Section 60 of the School Act and Section 5 of the Trustees Act.

Operating and Capital Reserves

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

3. ACCOUNTS RECEIVABLE

	2004	2003
Province of Alberta	\$ 656,995	\$375,415
Federal government	446,791	535,670
Other	12,701	14,033
Other school jurisdictions	<u>495</u>	<u>66,634</u>
	<u>\$1,116,982</u>	<u>\$991,752</u>

4. BANK INDEBTEDNESS

The school jurisdiction has negotiated a line of credit in the amount of \$100,000 that bears interest at the bank prime rate. This line of credit, which is secured by a borrowing bylaw and a security agreement, covers all revenue of the school jurisdiction. There was no balance outstanding on the line of credit at August 31, 2004.

THE GREATER NORTH CENTRAL FRANCOPHONE EDUCATION REGION NO. 2

Notes to the Financial Statements For the Year Ended August 31, 2004

5. DEFERRED REVENUE

	2004	2003
Block IMP funding	\$371,676	\$365,524
One-time modernization grants	121,028	120,592
Subsequent year funding	<u>-</u>	<u>212,622</u>
Total	<u>\$492,704</u>	<u>\$698,738</u>

6. EMPLOYEE FUTURE BENEFITS

Changes to the employee future benefits obligation relating to the retirement benefit plan consist of the following:

	2004	2003
Opening balance	\$ <u>15,000</u>	\$ <u>-</u>
Current expense for the period:		
Amortization of transitional obligation	11,000	11,000
Current service costs	<u>32,683</u>	<u>4,000</u>
	<u>43,683</u>	<u>15,000</u>
Closing balance	<u>\$ 58,683</u>	<u>\$ 15,000</u>

At the beginning of 2003, the school jurisdiction became obligated under current contracts for employee future benefits at retirement. Management prepared a valuation for accounting purposes using the projected benefit method prorated on services. Based upon this valuation, it was determined that the school jurisdiction had an accrued benefit obligation at September 1, 2002 of \$66,000. The average remaining service period of employees at that time was 6 years. The school jurisdiction has decided to amortize this transitional obligation using a straight-line method over 6 years.

Changes to the transitional obligation consist of the following:

	2004	2003
Opening balance	\$ 55,000	\$ 66,000
Less current amortization	<u>11,000</u>	<u>11,000</u>
Closing balance	<u>\$ 44,000</u>	<u>\$ 55,000</u>

THE GREATER NORTH CENTRAL FRANCOPHONE EDUCATION REGION NO. 2

Notes to the Financial Statements For the Year Ended August 31, 2004

6. EMPLOYEE FUTURE BENEFITS (Continued)

Included in expenses are the following:

	2004	2003
Retirement benefit obligation	\$ 43,683	\$ 15,000
Local Authorities Pension Plan	<u>16,299</u>	<u>11,741</u>
	<u>\$ 59,982</u>	<u>\$ 26,741</u>

At the beginning of 2003, the school jurisdiction became obligated under current contracts for employee future benefits at retirement.

7. LONG-TERM DEBT

The school jurisdiction has the following debentures outstanding for the financing of construction of school buildings having a carrying value of \$4,250,375:

	2004	2003
Alberta Capital Finance Authority:		
11.625% due April 15, 2010	\$ 88,318	\$103,037
11.125% due October 15, 2008	546	656
7.25%	-	16,419
10.5%	<u>-</u>	<u>10,000</u>
	88,864	130,112
Due within one year	<u>14,829</u>	<u>41,248</u>
	<u>\$ 74,035</u>	<u>\$ 88,864</u>

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

2005	\$ 14,829
2006	14,829
2007	14,829
2008	14,829
2009	14,829

8. DEFERRED CAPITAL ALLOCATIONS

Capital allocations received for qualifying capital projects initiated by the school jurisdiction have been capitalized. These allocations are amortized on a basis consistent with the capital asset that the allocation funded.

9. UNAMORTIZED CAPITAL ALLOCATIONS

Unamortized capital allocation (UCA) represents the school jurisdiction's net investment in capital assets (other than land and vehicles) purchased prior to September 1, 1995. The total debenture payments increase the balance in the UCA account, with amortization expense on related assets acting as a deduction to the account. Transfers from the deferred capital allocation account also increase the balance in the UCA account.

10. RESTRICTIONS ON NET ASSETS

The Board of Trustees have internally restricted unrestricted net assets for internal activities which are expected to be carried on by the Education Region itself. These internally restricted amounts are not available for other purposes without the approval of the Board of Trustees.

11. COMMITMENTS

Building Projects

The school jurisdiction is committed to further capital expenditures of approximately \$165,000 for the addition and modernization of two schools. It is anticipated that these costs will be fully funded by the capital allocations from Alberta Infrastructure.

Office Lease

The school jurisdiction is committed until June 30, 2005 and December 31, 2006 under operating leases for premises to annual rent of \$59,643 plus occupancy expenses as defined in the leases.

12. ECONOMIC DEPENDENCE

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

13. BUDGET AMOUNTS

The budget was prepared by school jurisdiction management with Board of Trustees approval given on June 16, 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: _____ 8040

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	\$10,015,030	\$567,199	\$9,447,831						
(2) Support block	\$3,074,717				\$2,287,939			\$786,778	
(3) Instruction & support block reallocations	\$0	(\$35,315)	(\$89,705)		(\$55,731)			\$0	\$180,751
(4) Alberta Initiative for School Improvement (AISi)	\$192,480	\$0	\$192,480						
(5) Student Health Initiative (SHI)	\$40,606	\$0	\$40,606						\$0
(6) Supernet Access	\$0		\$0					\$0	
(7) Teacher Salary Enhancement (TSE)	\$392,000	\$31,360	\$352,800					\$7,840	\$0
(8) Regional P.D. Consortium (6 boards only)	\$0								\$0
(9) Regional Assessment Services (4 boards only)	\$477,000								\$477,000
(10) Other Alberta Learning revenues	\$57,291	\$0	\$57,291		\$0			\$0	\$0
(11) Total Alberta Learning Revenue	\$14,249,124	\$563,244	\$10,001,303		\$2,232,208			\$794,618	\$657,751
Alberta Infrastructure									
(12) Expensed IMP (BQRP) support & portable relocations	\$87,931			\$87,931					
(13) Operations & Maintenance support	\$2,057,404			\$2,057,404					
(14) Operations & Maintenance support (One-Time)	\$0			\$0					
(15) Total Alberta Infrastructure Revenue	\$2,145,335			\$2,145,335					
Alberta Finance	\$12,458			\$12,458					\$0
(17) Other - Government of Alberta	\$2,800	\$0	\$0	\$2,800	\$0			\$0	\$0
(18) Federal Government and/or First Nations	\$499,978	\$239,744	\$210,234	\$0	\$0			\$0	\$50,000
(19) Other Alberta school authorities	\$120,100	\$0	\$1,270	\$3,750	\$0			\$5,197	\$109,883
(20) Out of province authorities	\$0	\$0	\$0	\$0	\$0			\$0	\$0
(21) Alberta municipalities	\$4,763	\$0	\$4,763	\$0	\$0			\$0	\$0
(22) Instruction resource fees	\$260,637	\$13,396	\$247,241						
(23) Transportation fees	\$0				\$0				
(24) Other sales and services	\$23,991	\$0	\$17,264	\$2,066	\$0			\$3,216	\$1,445
(25) Investment income	\$68,552	\$3,352	\$42,527	\$6,707	\$9,389			\$4,565	\$2,012
(26) Gifts and donations	\$8,260	\$0	\$8,260	\$0	\$0				\$0
(27) Rentals of facilities	\$23,826		\$0	\$23,826	\$0			\$0	\$0
(28) Net school generated funds	\$179,082	\$0	\$179,082	\$0	\$0			\$0	\$0
(29) Gains on disposal of capital assets	\$0		\$0	\$0	\$0			\$0	\$0
(30) Amortization of capital allocations	\$1,289,159		\$30,382	\$1,258,777	\$0				\$0
(31) TOTAL REVENUES	\$18,888,065	\$819,736	\$10,742,326	\$3,455,719	\$2,241,597			\$807,596	\$821,091
EXPENSES									
(32) Certificated salaries	\$7,800,003	\$676,674	\$6,884,477				\$150,135	\$150,135	\$88,717
(33) Certificated benefits	\$814,664	\$63,683	\$728,785				\$9,677	\$9,677	\$12,519
(34) Uncertificated salaries and wages	\$2,186,238	\$63,975	\$1,123,255	\$506,190	\$50,208	\$29,210	\$300,336	\$329,546	\$113,064
(35) Uncertificated benefits	\$389,552	\$10,220	\$211,637	\$80,841	\$10,582	\$420	\$57,258	\$57,678	\$18,594
(36) SUB - TOTAL	\$11,190,457	\$814,552	\$8,948,154	\$587,031	\$60,790	\$29,630	\$517,406	\$547,036	\$232,894
(37) Services, contracts & supplies	\$6,056,884	\$5,184	\$1,632,599	\$1,353,441	\$2,180,807	\$72,486	\$251,289	\$323,775	\$561,078
(38) Cost recoveries & transfers (must balance to zero)	\$0	\$0	\$0	\$0	\$0	\$0	(\$27,000)	(\$27,000)	\$27,000
(39) Net school generated funds	\$179,082	\$0	\$179,082	\$0	\$0	\$0	\$0	\$0	\$0
Capital and debt services									
Amortization of capital assets									
(40) Supported	\$1,289,159	\$0	\$30,382	\$1,258,777	\$0		\$0	\$0	\$0
(41) Unsupported	\$173,971	\$0	\$130,386	\$11,501	\$0	\$0	\$32,084	\$32,084	\$0
(42) Total Amortization	\$1,463,130	\$0	\$160,768	\$1,270,278	\$0	\$0	\$32,084	\$32,084	\$0
Interest on capital debt									
(43) Supported	\$12,458	\$0	\$0	\$12,458	\$0		\$0	\$0	\$0
(44) Unsupported	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(45) Other interest charges	\$233	\$0	\$0	\$0	\$0		\$114	\$114	\$119
(46) Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(47) TOTAL EXPENSES	\$18,902,244	\$819,736	\$10,920,603	\$3,223,208	\$2,241,597	\$102,116	\$773,893	\$876,009	\$821,091
(48) Surplus(deficit) before unrestricted revenues used for capital purposes	(\$14,179)	\$0	(\$178,277)	\$232,511	\$0			(\$68,413)	\$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	\$5,766,035	\$941,430	\$0	\$0	\$48,346	\$128,666	\$0	\$6,884,477
Certificated benefits	\$622,581	\$91,368	\$0	\$0	\$3,464	\$11,372	\$0	\$728,785
Uncertificated salaries and wages	\$309,935	\$311,573	\$0	\$84,351	\$352,071	\$8,948	\$56,377	\$1,123,255
Uncertificated benefits	\$53,019	\$72,284	\$0	\$15,379	\$63,124	\$1,893	\$5,938	\$211,637
SUB - TOTAL REMUNERATION	\$6,751,570	\$1,416,655	\$0	\$99,730	\$467,005	\$150,879	\$62,315	\$8,948,154
Services, contracts & supplies	\$942,750	\$506,209	\$0	\$47,772	\$89,588	\$42,384	\$3,896	\$1,632,599
Cost recoveries & transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net school generated funds	\$179,082							\$179,082
Amortization of capital assets								
Supported	\$15,943	\$14,439	\$0					\$30,382
Unsupported	\$103,762	\$26,624	\$0					\$130,386
Total Amortization	\$119,705	\$41,063	\$0					\$160,768
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	\$7,993,107	\$1,963,927	\$0	\$147,502	\$556,593	\$193,263	\$66,211	\$10,920,603
FTE Certificated				0.0	0.6			
FTE Uncertificated				3.5	12.7			

**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	\$6,995,555	\$585,886	\$493,782	(\$89,705)	\$7,985,518	\$7,351,727	\$633,791
School Admin & Instruction Support Expenses						\$1,963,927	(\$1,963,927)
System Instruction Support Expenses						\$0	\$0
Total Basic Instruction	\$6,995,555	\$585,886	\$493,782	(\$89,705)	\$7,985,518	\$9,315,654	(\$1,330,136)
Sub-Programs & Initiatives							
Severely Disabled	\$270,317		\$0		\$270,317	\$556,593	(\$286,276)
English as a Second Language	\$74,336				\$74,336	\$189,312	(\$114,976)
Enhanced Opportunities	\$0				\$0	\$0	\$0
First Nations, Metis, and Inuit Education	\$0		\$0		\$0	\$0	\$0
Institutional Programs	\$0				\$0	\$0	\$0
Sparsity & Distance	\$1,682,281				\$1,682,281		\$1,682,281
Growth & Density	\$52,823				\$52,823		\$52,823
Teacher Assistants Program	\$41,673				\$41,673	\$41,673	\$0
Early Literacy Initiative (K-2)	\$83,445				\$83,445	\$137,173	(\$53,728)
Learning Resources Credit & Resources for the Classroom	\$19,589	\$57,291	\$247,241		\$324,121	\$447,439	(\$123,318)
Technology Integration	\$67,364		\$0		\$67,364	\$94,822	(\$27,458)
French Language Program & Francisation (all jurisdictions)	\$160,448		\$0		\$160,448	\$137,937	\$22,511
Home Education	\$0		\$0		\$0	\$0	\$0
Total Sub-Programs & Initiatives	\$2,452,276		\$247,241		\$2,756,808	\$1,604,949	\$1,151,859
INSTRUCTION, GRADES 1-12	\$9,447,831	\$643,177	\$741,023	(\$89,705)	\$10,742,326	\$10,920,603	(\$178,277)

**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)	\$9,947,666
Support Block - Transportation	\$2,287,939
SUBTOTAL	\$12,235,605
Other Revenues	
Alberta Infrastructure (Operations & Maintenance and Lease support)	\$2,057,404
Teacher Salary Enhancement	\$392,000
Other Alberta Learning revenues (Describe)	\$0
Other - Government of Alberta (Excluding Alberta Finance)	\$2,800
Federal government/First Nations	\$499,978
Other Alberta school authorities	\$120,100
Out of province local authorities	\$0
Alberta municipalities	\$4,763
Other sales and services	\$23,991
Interest on investments	\$68,552
Rentals of facilities	\$23,826
Gains on disposal of capital assets	\$0
Amortization of capital allocations	\$1,289,159
School generated funds (Schedule E)	\$234,032
BASE TOTAL FOR CALCULATING MAXIMUM EXPENSE LIMIT	\$16,952,210
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%	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.	
STEP 3	
Calculate maximum expense limit AMOUNTS for Board and System Administration expenses	
Maximum Expense Limit percentage (Step 2) x Base Total (Step 1)	\$1,017,133
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	\$1,017,133
STEP 4	
Compare maximum expense limit amounts calculated in Step 3 to actual expenses (from Schedule A)	
Actual Board Governance & System Administration expenses	\$876,009
PLUS: transfers to Restricted - Operating (Board/System Administration)	\$0
LESS: transfers from Restricted - Operating (Board/System Administration)	\$0
TOTAL BOARD GOVERNANCE & SYSTEM ADMINISTRATION EXPENSES	\$876,009
Maximum Expense Limit for Board & System Administration (Step 3)	\$1,017,133
ACTUAL EXPENSES - OVER(UNDER) MAXIMUM EXPENSE LIMIT	-\$141,124

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

Unexpended SGF - Opening Balance August 31, 2003 (Note 1)	\$260,744
Source of School Generated Funds:	
Total School Generated Funds for the year (Note 2)	\$234,032
Less: SGF - related cost recoveries (Note 3)	\$23,504
- capitalized at the District level (Note 4)	\$0
Net Total	\$210,528
Plus: Donations Received (Note 5)	\$2,018
Equals: Net Additions to SGF	\$212,546
Net SGF Available for discretionary spending	\$473,290
Net SGF revenue and Net SGF expense - per schedule A, lines 28 and 39	
Net expended SGF for discretionary purposes (Note 6)	\$179,082
Unexpended SGF - Closing Balance August 31, 2004	\$294,208
<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	\$506,190	\$0	\$0	\$0	\$0	\$506,190		\$506,190
Uncertificated benefits	\$80,841	\$0	\$0	\$0	\$0	\$80,841		\$80,841
Sub-total Remuneration	\$587,031	\$0	\$0	\$0	\$0	\$587,031		\$587,031
Contracted Services	\$105,436	\$568,581	\$39,898	\$87,931	\$48,690	\$850,536		\$850,536
Supplies	\$84,931	\$10,087	\$0	\$0	\$6,057	\$101,075		\$101,075
Electricity			\$190,737			\$190,737		\$190,737
Natural Gas/Heating Fuel			\$151,823			\$151,823		\$151,823
Sewer and Water			\$27,682			\$27,682		\$27,682
Telecommunications			\$3,395			\$3,395		\$3,395
Insurance					\$28,193	\$28,193		\$28,193
Net school generated funds	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Amortization of capital assets								
Supported							\$1,258,777	\$1,258,777
Unsupported						\$11,501		\$11,501
Total Amortization						\$11,501	\$1,258,777	\$1,270,278
Interest on capital debt								
Supported							\$12,458	\$12,458
Unsupported				\$0		\$0		\$0
Other interest charges						\$0		\$0
Losses on disposal of capital assets						\$0		\$0
Cost recoveries & transfers						\$0		\$0
TOTAL EXPENSES	\$777,398	\$578,668	\$413,535	\$87,931	\$82,940	\$1,951,973	\$1,271,235	\$3,223,208
SQUARE METRES								
School Buildings								30,870.9
Non School Buildings								729.8
STAFF FTE'S (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
Chairperson:								
Name Claude Duret	1.0	\$5,110	\$60	\$0			\$5,170	\$3,610
Name	0.0	\$0	\$0	\$0			\$0	\$0
Other Board Members:								
Name Pierre Desrochers	1.0	\$3,800	\$60	\$0			\$3,860	\$1,445
Name Martin Blanchet	1.0	\$4,915	\$60	\$0			\$4,975	\$2,475
Name Eric Lavoie	1.0	\$5,230	\$60	\$0			\$5,290	\$2,522
Name Leo Parent	1.0	\$2,820	\$60	\$0			\$2,880	\$6,933
Name Paul Dubé	1.0	\$2,585	\$60	\$0			\$2,645	\$2,016
Name Nicole Burrows	1.0	\$4,750	\$60	\$0			\$4,810	\$1,181
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	7.0	\$29,210	\$420	\$0			\$29,630	\$20,182
Superintendent Henri Lemire	1.0	\$150,135	\$9,677	\$0	\$0	\$0	\$159,812	\$35,292
Superintendent	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Secretary/Treasurer Robert Nantel	1.0	\$116,510	\$12,520	\$0	\$0	\$0	\$129,030	\$10,436
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	0.0	\$7,649,868	\$804,987	\$0	\$0	\$0	\$8,454,855	
Uncertificated Salaries & Wages	0.0	\$2,040,518	\$376,612	\$0	\$0	\$0	\$2,417,130	
TOTALS		\$9,986,241	\$1,204,216	\$0	\$0	\$0	\$11,190,457	

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.