

**AUDITED
FINANCIAL STATEMENTS
and Supporting Schedules
FOR THE YEAR ENDED AUGUST 31, 2005**
[School Act, Sections 147(2)(a), 148, 151(1) and 276]

Battle River Regional Division #31

Legal Name of School Jurisdiction

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SCHOOL JURISDICTION MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTINGThe financial statements and supporting schedules Battle River Regional Division #31

(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**Brenda Herder**

Name

"ORIGINAL SIGNED"

Signature

SUPERINTENDENT**Dr. Warren Phillips**

Name

"ORIGINAL SIGNED"

Signature

SECRETARY TREASURER OR TREASURER**William Schulte**

Name

"ORIGINAL SIGNED"

Signature

8-Dec-05

Board-approved Release Date

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HARBERG NIKIFORUK WOOD LLP

Chartered Accountants

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1.

AUDITORS' REPORT

To the Board of Trustees
Battle River Regional Division No. 31

We have audited the statement of financial position of the Battle River Regional Division No. 31 as at August 31, 2005 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, 2005 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.



Chartered Accountants

Camrose, Alberta
November 18, 2005

STATEMENT OF FINANCIAL POSITION
as at August 31, 2005

(in dollars)

	2005	2004 (Restated)
ASSETS		
Current assets		
Cash and temporary investments	\$9,527,231	\$8,822,593
Accounts receivable (net after allowances)	\$2,334,292	\$2,120,440
Prepaid expenses	\$542,146	\$772,546
Other current assets	\$521,144	\$600,903
Total current assets	\$12,924,813	\$12,316,482
School generated assets	\$819,927	\$741,601
Trust assets	\$198,356	\$199,519
Long term accounts receivable	\$0	\$0
Long term investments	\$0	\$0
Capital assets		
Land	\$1,151,724	\$1,151,724
Buildings	\$70,849,429	
Less: accumulated amortization	(\$35,312,047)	\$37,296,766
Equipment	\$5,102,405	
Less: accumulated amortization	(\$3,430,198)	\$2,119,188
Vehicles	\$9,226,802	
Less: accumulated amortization	(\$5,009,240)	\$4,751,074
Total capital assets	\$42,578,875	\$45,318,752
TOTAL ASSETS	\$56,521,971	\$58,576,354
LIABILITIES		
Current liabilities		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$3,199,670	\$4,062,043
Deferred revenue	\$971,323	\$442,718
Deferred capital allocations	\$41,146	\$41,080
Current portion of all long term debt	\$1,149,983	\$1,164,663
Total current liabilities	\$5,362,122	\$5,710,504
School generated liabilities	\$819,927	\$741,601
Trust liabilities	\$198,356	\$199,519
Employee future benefits liability	\$0	\$0
Long term payables and accrued liabilities	\$0	\$0
Long term debt		
Supported: Debentures and other supported debt	\$8,915,683	\$10,080,346
Less: Current portion of supported debt	(\$1,149,983)	(\$1,164,663)
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	\$14,880,555	\$14,690,322
Total long term liabilities	\$23,664,538	\$24,547,125
TOTAL LIABILITIES	\$29,026,660	\$30,257,629
NET ASSETS		
Unrestricted net assets	\$1,290,166	\$1,290,166
Operating Reserves	\$7,264,066	\$6,273,986
Accumulated Operating Surplus (Deficit)	\$8,554,232	\$7,564,152
Investment in capital assets	\$18,782,637	\$20,548,083
Capital Reserves	\$158,442	\$206,490
Total Capital Funds	\$18,941,079	\$20,754,573
Total net assets	\$27,495,311	\$28,318,725
TOTAL LIABILITIES AND NET ASSETS	\$56,521,971	\$58,576,354

Note: Input "(Restated)" in 2004 column heading where comparatives are not taken from the finalized 2003-2004 Audited Financial Statements.

STATEMENT OF REVENUES AND EXPENSES

for the Year Ended August 31, 2005

(in dollars)

	Actual 2005	Budget 2005	Actual 2004 (Restated)
REVENUES			
Government of Alberta	\$59,546,821	\$57,882,195	\$58,768,163
Federal Government and/or First Nations	(\$1,773)	\$0	\$0
Other Alberta school authorities	\$11,113	\$0	\$793
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities (excluding supplementary requisitions)	\$50,790	\$0	\$0
Instruction resource fees	\$576,406	\$542,134	\$541,736
Transportation fees	\$18,296	\$13,000	\$21,250
Other sales and services	\$662,103	\$391,850	\$760,772
Investment income	\$237,225	\$150,000	\$257,643
Gifts and donations	\$57,633	\$0	\$22,697
Rentals of facilities	\$30,179	\$12,000	\$647
Net school generated funds	\$1,003,820	\$1,075,604	\$1,182,281
Gains on disposal of capital assets	\$32,957	\$0	\$206,490
Amortization of capital allocations	\$1,526,875	\$1,350,495	\$1,351,050
Total Revenues	\$63,752,445	\$61,417,278	\$63,113,522
EXPENSES			
Certificated salaries	\$31,529,129	\$30,809,177	\$30,532,020
Certificated benefits	\$3,085,574	\$2,873,449	\$3,050,357
Uncertificated salaries and wages	\$10,675,584	\$10,321,835	\$10,289,046
Uncertificated benefits	\$1,852,168	\$2,232,753	\$1,701,040
Services, contracts and supplies	\$11,836,432	\$11,856,210	\$11,463,081
Net school generated funds	\$1,003,820	\$1,075,604	\$1,182,281
Capital and debt services			
Amortization of capital assets			
Supported	\$1,526,875	\$1,350,495	\$1,351,050
Unsupported	\$2,103,138	\$1,951,930	\$1,901,442
Total Amortization of capital assets	\$3,630,013	\$3,302,425	\$3,252,492
Interest on capital debt			
Supported	\$953,181	\$1,018,540	\$937,528
Unsupported	\$0	\$0	\$0
Total Interest on capital debt	\$953,181	\$1,018,540	\$937,528
Other interest charges	\$140	\$0	\$148
Losses on disposal of capital assets	\$9,818	\$0	\$0
Total Expenses	\$64,575,859	\$63,489,993	\$62,407,993
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES BEFORE EXTRAORDINARY ITEM			
	(\$823,414)	(\$2,072,715)	\$705,529
Extraordinary Item	\$0	\$0	\$0
SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES	(\$823,414)	(\$2,072,715)	\$705,529

Note: Input "(Restated)" in Budget 2005 and/or Actuals 2004 column headings where comparatives are not taken from the respective finalized 2004-2005 Budget Report and/or finalized 2003-2004 Audited Financial Statements.

STATEMENT OF CASH FLOWS
for the Year Ended August 31, 2005

(in dollars)

	2005	2004
CASH FLOWS FROM:		
A. OPERATIONS		
Surplus (deficit) of revenues over expenses for the year	(\$823,414)	\$705,529
Add (Deduct) items not requiring cash:		
Amortization of capital allocations revenue	(\$1,526,875)	(\$1,351,050)
Total amortization expense	\$3,630,013	\$3,252,492
Gains on disposal of capital assets	(\$32,957)	(\$206,490)
Losses on sale of capital assets	\$9,818	\$0
Changes in accrued accounts:		
Accounts receivable	(\$213,852)	(\$222,660)
Prepays and other current assets	\$310,159	(\$272,836)
Long term accounts receivable	\$0	\$0
Long term investments	\$0	\$0
Payables and accrued liabilities	(\$862,373)	\$1,269,794
Deferred revenue	\$528,605	(\$1,733,721)
Employee future benefit expense (recovery)	\$0	\$0
Other (describe)	\$0	\$0
Total sources (uses) of cash from Operations	\$1,019,124	\$1,441,058
B. INVESTING ACTIVITIES		
Purchases of capital assets		
Land	\$0	\$0
Buildings	(\$367,936)	(\$1,332,420)
Equipment	(\$332,010)	(\$914,873)
Vehicles	(\$221,592)	(\$1,802,141)
Net proceeds from disposal of capital assets	\$54,541	\$206,489
Other (describe)	\$0	\$22,903
Total sources (uses) of cash from Investing activities	(\$866,997)	(\$3,820,042)
C. FINANCING ACTIVITIES		
Capital allocations	\$552,511	\$558,547
Issue of long term debt	\$0	\$0
Repayment of long term debt	(\$1,164,663)	(\$1,304,155)
Add back: supported portion	\$1,164,663	\$1,304,155
Other (describe)	\$0	(\$22,903)
Total sources (uses) of cash from Financing activities	\$552,511	\$535,644
Net sources (uses) of cash during year	\$704,638	(\$1,843,340)
Cash and temporary investments, net of bank indebtedness, at Aug. 31/04	\$8,822,593	\$10,665,933
Cash and temporary investments, net of bank indebtedness, at Aug. 31/05	\$9,527,231	\$8,822,593

Note: 1 Input "(Restated)" in 2004 column heading where not taken from the finalized 2003-2004 Audited Financial Statements.
2 Cash and temporary investments are net of cash obligations.

**STATEMENT OF CHANGES IN NET ASSETS
for the Year Ended August 31, 2005**

School Jurisdiction 2285

(in dollars)

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
	TOTAL NET ASSETS Cols. 2+3+4	INVESTMENT IN CAPITAL ASSETS	UNRESTRICTED NET ASSETS	TOTAL INTERNALLY RESTRICTED NET ASSETS Cols. 5 to 14	INTERNALLY RESTRICTED NET ASSETS									
					School Based		Infrastructure		Board & System Admin.		Transportation		External Services	
					Operating Reserves	Capital Reserves	O & M Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves
Balance at August 31, 2004	\$28,461,993	\$20,548,083	\$1,433,434	\$6,480,476	\$4,208,333	\$38,783	\$426,941	\$12,493	\$655,403	\$0	\$983,309	\$155,214	\$0	\$0
Prior period adjustments (describe)														
Vacation Pay Adjustment	(\$143,268)	\$0	(\$143,268)	\$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, 2004	\$28,318,725	\$20,548,083	\$1,290,166	\$6,480,476	\$4,208,333	\$38,783	\$426,941	\$12,493	\$655,403	\$0	\$983,309	\$155,214	\$0	\$0
Surplus(def) of revenue over expenses	(\$823,414)		(\$823,414)											
Board funded capital transactions		\$369,094	(\$94,414)	(\$274,680)	(\$101,062)	(\$38,783)	(\$50,870)	(\$12,493)	(\$20,159)	\$0	\$0	(\$51,313)	\$0	\$0
Direct credits to net assets	\$0	\$0												
Amortization of capital assets		(\$3,630,013)	\$3,630,013											
Amortization of capital allocations		\$1,526,875	(\$1,526,875)											
Disposal of unsupported capital assets	\$0	(\$31,402)	(\$23,139)	\$54,541		\$4,212		\$2,058		\$1,500		\$46,771		\$0
Disposal of supported capital assets (board funded portion)	\$0	\$0	\$0	\$0		\$0		\$0		\$0		\$0		\$0
Debt principal payments (unsupported)		\$0	\$0											
Net transfers to operating reserves			(\$1,162,171)	\$1,162,171	\$515,049		\$45,032		\$205,029		\$397,061		\$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, 2005	\$27,495,311	\$18,782,637	\$1,290,166	\$7,422,508	\$4,622,320	\$4,212	\$421,103	\$2,058	\$840,273	\$1,500	\$1,380,370	\$150,672	\$0	\$0

**STATEMENT OF CAPITAL ALLOCATIONS
(SUPPORTED CAPITAL FINANCING ONLY)
for the Year Ended August 31, 2005
(in dollars)**

	Deferred Capital Allocations	Unamortized Capital Allocations
Balance at August 31, 20	\$41,080	\$14,690,322
Prior period adjustment	\$0	\$0
Adjusted balance, August 31, 2004	\$41,080	\$14,690,322
Add:		
Capital allocations from: Infrastructure and Transportation-New/Modernization Projects	\$185,796	
Other Government of Alberta	\$155,850	
Federal Government and/or First Nations	\$0	
Other sources	\$5,000	
Interest earned on provincial government capital allocations	\$0	
Other capital grants and donations	\$205,865	
Proceeds on disposal of supported capital assets	\$0	
Insurance proceeds	\$0	
Donated capital assets (amortizable, at Fair Market Value)		\$0
Transferred in capital assets (amortizable, at Net Book Value)		\$0
Current Year Debenture Principal Repayment		\$1,164,663
Expended capital allocations - current year	(\$552,445)	\$552,445
Less:		
Unamortized Capital Allocation affected by a disposal through transfer out		\$0
Capital allocations amortized to revenue		\$1,526,875
Balance at August 31, 2005	\$41,146	\$14,880,555

BATTLE RIVER REGIONAL DIVISION NO. 31

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED AUGUST 31, 2005

1. Authority and Purpose:

Battle River Regional Division No. 31 delivers education programs under the authority of the School Act, Revised Statutes of Alberta 2000, Chapter S-3.

The School Jurisdiction receives instruction and support allocations under Regulation 77/2003. The regulation allows for the setting of conditions and use of grant monies. The School Jurisdiction is limited on certain funding allocations and administration expenses.

2. Summary of Significant Accounting Policies:

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

a) 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.

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 or receivable.

Unrestricted contributions are recognized as revenue when received and receivable.

Contributions in-kind are recorded at fair market value when reasonably determinable.

b) Property, Plant And Equipment

Property, plant and equipment costing greater than \$5,000 are recorded at cost and amortized over their estimated useful lives on a straight line basis at the following rates:

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

In the year of acquisition, no amortization is recorded. In year of disposal, a full year of amortization is calculated. Property, plant and equipment allocations received for asset additions are amortized into revenue over the same period as the amortization expense.

BATTLE RIVER REGIONAL DIVISION NO. 31
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED AUGUST 31, 2005

2. Summary Of Significant Accounting Policies (continued):

c) Prepaid Expense

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 and annual service contracts fall into this category.

d) Inventories

Inventories are recorded at the lower of cost or net realizable value.

e) School Generated Funds

These are funds 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 (eg. yearbook sales, graduation fees, field trip fees, etc.)

f) Vacation Pay

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

g) Contributed Services

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

h) Pension Obligation

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

The current service and past service costs of the Alberta Teacher Retirement Fund are met by contributions by active members and the Government of Alberta. Under the terms of the Teachers Pension Plan Act, the Battle River Regional Division No. 31 does not make pension contributions for certificated staff.

The school board participates in the multi-employer pension plan, Local Authorities Pension Plan, and does not report on any unfunded liabilities. The expense for this pension plan is equivalent to the annual contributions for the year ended August 31, 2005. At at December 31, 2004, the Local Authorities Pension Plan reported an actuarial deficiency of \$1,288,924,000 (2003 deficiency of \$1,453,487,000).

BATTLE RIVER REGIONAL DIVISION NO. 31
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED AUGUST 31, 2005

2. Summary Of Significant Accounting Policies (continued):

i) Employee Future Benefits

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

j) Financial Instruments

The Jurisdiction's financial instruments consist of cash, accounts receivable, accounts payable, 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 market value of the financial instruments approximate their carrying value. The Jurisdiction has invested surplus funds in accordance with Section 60 of the School Act and Section 5 of the Trustees Act.

3. Accounts Receivable:

	<u>2005</u>	<u>2004</u>
Alberta Education	\$ 409,517	\$ 215,238
Alberta Infrastructure and Transportation	1,079,584	997,850
Alberta Finance	513,869	579,228
Other Province of Alberta	20,800	18,569
Federal Government	102,186	102,996
Alberta Municipalities	3,468	2,703
Other Alberta School Jurisdictions	-	4
Other	<u>204,868</u>	<u>203,852</u>
	<u>\$ 2,334,292</u>	<u>\$ 2,120,440</u>

4. Bank Indebtedness:

The Jurisdiction has negotiated a line of credit in the amount of \$1,000,000 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 Jurisdiction. There was no balance outstanding on the line of credit at August 31, 2005.

5. Accounts Payable And Accruals:

	<u>2005</u>	<u>2004</u>
Alberta Education	\$ 195,824	\$ 224,803
Alberta Finance	513,869	579,229
Other Province of Alberta	41,486	43,170
Federal Government	643,607	640,242
Alberta Municipalities	4,072	23,627
Other Alberta School Jurisdictions	-	7,215
Other Trade Payable and Accrued Liabilities	<u>1,800,812</u>	<u>2,543,757</u>
	<u>\$ 3,199,670</u>	<u>\$ 4,062,043</u>

BATTLE RIVER REGIONAL DIVISION NO. 31

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED AUGUST 31, 2005

6. Deferred Revenue:

	<u>2005</u>	<u>2004</u>
Infrastructure Maintenance Program	\$ 662,672	\$ 185,985
Special modernization funds	-	119,769
Alberta Initiative for School Improvement	52,983	110,023
Fees and other	27,668	26,941
Alberta Education - video conferencing	60,000	-
Alberta Education - textbooks	<u>168,000</u>	<u>-</u>
	<u>\$ 971,323</u>	<u>\$ 442,718</u>

7. Trust Liabilities:

	<u>2005</u>	<u>2004</u>
Trust funds for scholarships	\$ 187,805	\$ 180,873
Damage deposits	481	470
Student travel	185	199
Early childhood services	<u>9,885</u>	<u>17,977</u>
	<u>\$ 198,356</u>	<u>\$ 199,519</u>

8. Long-Term Debt:

	<u>2005</u>	<u>2004</u>
a) Alberta Municipal Finance Corporation debentures have interest rates which range between 7.375% to 12%; various maturity dates up to 2020; fully supported by grants from Alberta Finance.	\$ 8,915,683	\$ 10,080,346
Less: Current portion of long-term debt	<u>1,149,983</u>	<u>1,164,663</u>
	<u>\$ 7,765,700</u>	<u>\$ 8,915,683</u>

Principal payments due within the next five years are as follows:

2006	\$ 1,149,983
2007	\$ 998,221
2008	\$ 998,221
2009	\$ 840,937
2010	\$ 794,071

- b) As the debentures are fully supported by grants, the amount of working capital (current assets minus current liabilities) available is understated by \$1,149,983 as at August 31, 2005 (2004 - \$1,164,663).

BATTLE RIVER REGIONAL DIVISION NO. 31

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED AUGUST 31, 2005

9. Reserves:

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

	<u>Balance Beginning</u>	<u>Appropriated</u>	<u>Utilized</u>	<u>Balance Ending</u>
Operating				
School	\$ 1,288,420	\$ 733,106	\$ 47,264	\$ 1,974,262
School mini-budgets	1,367,149	-	483,683	883,466
Special education	825,964	201,669	53,671	973,962
Computer services	84,355	54,159	32,312	106,202
Classroom Learning Conditions	642,444	582,529	540,545	684,428
Operations and maintenance	426,942	139,446	145,285	421,103
System administration	655,403	205,029	20,159	840,273
Transportation	983,309	397,061	-	1,380,370
	<u>6,273,986</u>	<u>2,312,999</u>	<u>1,322,919</u>	<u>7,264,066</u>
Capital				
Equipment	206,490	54,541	102,589	158,442
	<u>206,490</u>	<u>54,541</u>	<u>102,589</u>	<u>158,442</u>
	<u>\$ 6,480,476</u>	<u>\$ 2,367,540</u>	<u>\$ 1,425,508</u>	<u>\$ 7,422,508</u>

10. Deferred Capital Allocations:

Deferred capital allocations represent externally-restricted supported capital funds provided for a specific capital purpose received or receivable by the jurisdiction, but the related expenditure had not been made at year-end. When expended, these deferred capital allocations are transferred to unamortized capital allocations.

11. Unamortized Capital Allocations:

Unamortized capital allocations represent externally-restricted supported capital funds that have been expended, but have yet to be amortized over the useful life of the related property, plant and equipment. The unamortized capital allocations account balances is increased by transfers of deferred capital allocation expended, as well as fully-supported debenture principal repayments.

12. Budget Amounts:

The budget was prepared by the Jurisdiction's management with the Board of Trustees approval given on June 10, 2004. It is presented for information purposes only and has not been audited.

BATTLE RIVER REGIONAL DIVISION NO. 31
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED AUGUST 31, 2005

13. Contingent Liabilities:

The Jurisdiction was a member of the Alberta Local Authorities Reciprocal Insurance Exchange. Under the terms of membership, the Jurisdiction could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

14. Economic Dependence On Related Third Party:

The Battle River Regional Division No. 31's primary source of income is from the Alberta Government. The Jurisdiction's ability to continue viable operations is dependent on this funding.

15. Comparative Figures:

Certain of the comparative figures have been reclassified to conform with the current year's presentation.

16. Adjustment to Prior Period:

Certain of the prior year figures have been restated to reflect a correction to the accrued vacation pay liability. As at September 1, 2003 accrued liabilities were increased and unrestricted net assets were decreased by \$143,268. There was no impact on the surplus of revenue over expenses for the years ended August 31, 2004 or 2005.

SCHEDULE A to the AFS

School Jurisdiction Code 2285

ALLOCATION OF REVENUES AND EXPENSES TO PROGRAMS - 2004-2005

REVENUES	TOTAL	ECS to Grade 12 Instruction	Operations and Maintenance of Schools & Maintenance Shops	Transportation	Board & System Admin.	External Services
(1) Alberta Education Revenues	\$54,993,939	\$46,019,113	\$2,108,167	\$4,665,452	\$2,201,207	\$0
Alberta Infrastructure and Transportation						
(2) Infrastructure Maintenance Program & Portable Relocations support	\$433,922	\$0	\$433,922			
(3) Regular Operations & Maintenance support	\$2,951,433		\$2,951,433			
(4) Other support	\$80,856	\$0	\$80,856			
(5) Total Alberta Infrastructure and Transportation Revenues	\$3,466,211	\$0	\$3,466,211			
(6) Alberta Finance	\$953,181		\$953,181			\$0
(7) Other - Government of Alberta	\$133,490	\$84,700	\$8,790	\$0	\$40,000	\$0
(8) Federal Government and/or First Nations	(\$1,773)	\$0	(\$1,773)	\$0	\$0	\$0
(9) Other Alberta school authorities	\$11,113	\$11,113	\$0	\$0	\$0	\$0
(10) Out of province authorities	\$0	\$0	\$0	\$0	\$0	\$0
(11) Alberta municipalities (excl. supplementary requisitions)	\$50,790	\$50,790	\$0	\$0	\$0	\$0
(12) Instruction resource fees	\$576,406	\$576,406				
(13) Transportation fees	\$18,296			\$18,296		
(14) Other sales and services	\$662,103	\$309,499	\$149,469	\$200,315	\$2,820	\$0
(15) Investment income	\$237,225	\$227,736	\$0	\$0	\$9,489	\$0
(16) Gifts and donations	\$57,633	\$48,952	\$8,681	\$0		\$0
(17) Rentals of facilities	\$30,179	\$0	\$30,179	\$0	\$0	\$0
(18) Net school generated funds	\$1,003,820	\$1,003,820			\$0	
(19) Gains on disposal of capital assets	\$32,957	\$4,212	\$2,058	\$26,687	\$0	\$0
(20) Amortization of capital allocations	\$1,526,875	\$30,443	\$1,491,135	\$5,297		\$0
(21) TOTAL REVENUES	\$63,752,445	\$48,366,784	\$8,216,098	\$4,916,047	\$2,253,516	\$0
EXPENSES						
(22) Certificated salaries	\$31,529,129	\$31,163,503			\$365,626	\$0
(23) Certificated benefits	\$3,085,574	\$3,057,900			\$27,674	\$0
(24) Uncertificated salaries and wages	\$10,675,584	\$6,546,067	\$1,033,079	\$2,174,594	\$921,844	\$0
(25) Uncertificated benefits	\$1,852,168	\$1,184,492	\$229,649	\$229,359	\$208,668	\$0
(26) SUB - TOTAL	\$47,142,455	\$41,951,962	\$1,262,728	\$2,403,953	\$1,523,812	\$0
(27) Services, contracts & supplies	\$11,836,432	\$4,807,731	\$4,367,550	\$2,083,049	\$578,102	\$0
(28) Cost recoveries & charges to programs	\$0	\$53,567	\$0	\$0	(\$53,567)	\$0
(29) Net school generated funds	\$1,003,820	\$1,003,820				
Capital and debt services						
Amortization of capital assets						
(30) Supported	\$1,526,875	\$30,443	\$1,491,135	\$5,297	\$0	\$0
(31) Unsupported	\$2,103,138	\$487,776	\$788,816	\$704,149	\$122,397	\$0
(32) Total Amortization	\$3,630,013	\$518,219	\$2,279,951	\$709,446	\$122,397	\$0
Interest on capital debt						
(33) Supported	\$953,181	\$0	\$953,181	\$0	\$0	\$0
(34) Unsupported	\$0	\$0	\$0	\$0	\$0	\$0
(35) Other interest charges	\$140	\$0	\$0	\$0	\$140	\$0
(36) Losses on disposal of capital assets	\$9,818	\$0	\$0	\$0	\$9,818	\$0
(37) TOTAL EXPENSES	\$64,575,859	\$48,335,299	\$8,863,410	\$5,196,448	\$2,180,702	\$0
(38) SURPLUS (DEFICIT) BEFORE EXTRAORDINARY ITEM	(\$823,414)	\$31,485	(\$647,312)	(\$280,401)	\$72,814	\$0

SCHEDULE B to the AFS
ALBERTA EDUCATION REVENUES 2004-2005

	TOTAL
Base Funding	
Early Childhood Services (ECS)	\$910,894
Base Instruction (Gr 1-12)	\$33,746,863
Outreach Programs	\$156,060
Home Education	\$18,309
Differential Cost Funding *	\$15,269,865
Other Provincial Support	
Institutional Programs	\$65,840
Regional Consortium (6 boards) and Regional Educational Consulting Services (4 boards)	\$0
Learning Resources Credit	\$74,779
Federal French Funding	\$59,952
Provincial Priority Targeted Funding	
Class Size Initiative	\$968,552
Student Health Initiative (SHI)	\$472,306
Alberta Initiative for School Improvement (AISI)	\$953,158
High Speed Networking	\$75,388
Children and Youth with Complex Needs	\$0
Other Alberta Education Revenues (describe): See Note	\$2,221,973
Total Alberta Education Revenues	\$54,993,939

* Differential Cost Funding is based on distribution formulas designed to address variable cost factors and incremental costs associated with other variables and specific student populations. Included in differential cost funding are allocations for students with severe disabilities, English as a second language students, Francisation and support services for immigrant students, aboriginal students, gifted & talented early childhood services children and those with mild or moderate or severe disabilities, the percentage of the student population experiencing low socio-economic status, small schools by necessity, intra-jurisdiction distances, year to year enrolment fluctuations, small school board administration, schools located in the north, boarding, transportation, stabilization of funding, and cost differences among school jurisdictions for purchasing goods and services.

**SCHEDULE C the AFS
ECS to Grade 12 INSTRUCTION PROGRAMS Expense Details - 2004-2005**

SUB-PROGRAMS & INITIATIVES	ECS to GRADE 12 Instruction						
	Certificated Remuneration	Uncertificated Remuneration	Services, Contracts & Supplies ¹	Learning Resources	Cost Recoveries & Transfers	Other Expenses ²	TOTAL EXPENSES
School Administration & All Instruction Support	\$2,767,867	\$2,495,672	\$1,779,372		(\$21,008)	\$1,522,039	\$8,543,942
Mild & Moderate Disabilities/Gifted & Talented(ECS-12)	\$2,116,309	\$32,703	\$181,421		\$0		\$2,330,433
ECS Program Unit (PUF)	\$0	\$500,461	\$542,561		\$0		\$1,043,022
Severe Disabilities (Gr 1-12)	\$1,497,217	\$3,614,227	\$201,883		\$0		\$5,313,327
English as a Second Language	\$0	\$0	\$0		\$0		\$0
French Language Program & Francisation (all jurisdictions)	\$970	\$0	\$91,647		\$146,129		\$238,746
First Nations, Metis and Inuit Education(ECS - Gr 12)	\$0	\$0	\$0		\$0		\$0
Home Education	\$15,070	\$0	\$13,090		\$0		\$28,160
Institutional Programs	\$71,172	\$0	\$0		\$0		\$71,172
Alberta Initiative for School Improvement	\$801,033	\$352	\$98,206	\$0	\$53,567		\$953,158
Student Health Initiative	\$44,601	\$327,697	\$100,008		\$0		\$472,306
High Speed Networking			\$73,794		\$0		\$73,794
Class Size	\$968,552	\$0	\$0	\$0	\$0		\$968,552
Children and Youth with Complex Needs(ECS - Gr 12)	\$0	\$0	\$0		\$0		\$0
All Other Student Instruction Expenses(ECS - Gr 12)	\$25,938,612	\$759,447	\$1,074,564	\$651,185	(\$125,121)	\$0	\$28,298,687
TOTAL EXPENSES	\$34,221,403	\$7,730,559	\$4,156,546	\$651,185	\$53,567	\$1,522,039	\$48,335,299

FULL-TIME-EQUIVALENCIES(Board/Contract)	FTE Certificated	FTE Uncertificated
Mild & Moderate Disabilities/Gifted & Talented (ECS - Gr 12)	20.5	85.8
ECS Program Unit (PUF)	1.7	25.9
Severe Disabilities (Gr 1-12)	20.4	85.9

Note 1 Excludes Learning Resources.

Note 2 Includes Net School Generated Funds, Amortization, Interest, and Losses on Disposal of Instruction Program Capital Assets.

**SCHEDULE D to the AFS
CALCULATION OF MAXIMUM ELIGIBLE EXPENSE LIMIT FOR
BOARD (GOVERNANCE) AND SYSTEM ADMINISTRATION - 2004-2005**

TOTAL EXPENSES		\$64,575,859
STEP 1		
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%	
<p>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.</p>		
STEP 2		
Calculate maximum expense limit AMOUNTS for Board and System Administration expenses		
Maximum Expense Limit percentage (Step 1) x TOTAL EXPENSES		\$2,583,034
Considerations for Charter Schools and Small School Boards:		
If Charter School , enter \$56,100	\$0	\$0
If School Board , please enter your 04-05 Gr 1- 12 funded enrolment	0	
	\$0	\$0
MAXIMUM EXPENSE LIMIT		\$2,583,034
STEP 3		
Compare maximum expense limit amounts calculated in Step 2 to actual expenses (from Schedule A)		
Actual Board Governance & System Administration expenses		\$2,180,702
PLUS: transfers to Restricted - Operating (Board/System Administration)		\$205,029
LESS: transfers from Restricted - Operating (Board/System Administration)		\$0
TOTAL BOARD GOVERNANCE & SYSTEM ADMINISTRATION EXPENSES		\$2,385,731
MAXIMUM EXPENSE LIMIT		\$2,583,034
ACTUAL EXPENSES - OVER(UNDER) MAXIMUM EXPENSE LIMIT		-\$197,303

**SCHEDULE E to the AFS
SOURCE & APPLICATION OF SCHOOL GENERATED FUNDS (SGF) - 2004-2005**

Unexpended SGF - Opening Balance August 31, 2004 (Note 1)			\$741,601
Source of Net School Generated Funds:			
	Gross SGF	Related Expenses	Net SGF
Fundraising activities	\$1,578,521	\$947,099	\$631,422
Student fees (Non-Instructional) (Note 2)	\$368,668		\$368,668
Donations and grants to schools	\$81,323		\$81,323
Other (describe): Interest	\$733	\$0	\$733
Net Additions to SGF	\$2,029,245	\$947,099	\$1,082,146
Net SGF Available for Discretionary Spending			\$1,823,747
Application of Net School Generated Funds:			
Extra-curricular activities			\$810,812
School beautification			\$8,494
Field Trips			\$159,936
Equipment			\$21,632
Family literacy and other community resources			\$0
Other (describe): Bank Charges			\$2,946
Net SGF Expended for Discretionary Purposes (Note 3)			\$1,003,820
Unexpended SGF - Closing Balance August 31, 2005 (Note 4)			\$819,927
<p>School Generated Funds (SGF) are funds raised in the community for student activities that come under the control and responsibility of school management. These funds are usually collected and retained at the school for expenditures paid at the school level. SGF does not include fees with respect to instructional supplies or materials collected pursuant to Section 60(2)(j) of the <i>School Act</i>, and any other funds collected at the school but remitted to central office and accounted for by the jurisdiction (facility rentals, capital assets purchases, etc.)</p>			
<p>Note 1 Input "(Restated)" beside Balance at August 31, 2004 where not taken from the finalized 2003-2004 Audited Financial Statements.</p>			
<p>Note 2 Excludes fees collected pursuant to Section 60(2)(j) of the School Act (fees with respect to instructional supplies or materials - essentially textbooks, resource materials in lieu of textbooks, media, software, and materials for classrooms). Amounts collected for CEU-related activities are recorded as instruction resource fees, not SGF.</p>			
<p>Note 3 Net SGF Expended for Discretionary Purposes is recorded as revenue and expense in the Statement of Revenues & Expenses.</p>			
<p>Note 4 Unexpended SGF is carried forward to the Statement of Financial Position.</p>			

**SCHEDULE F to the AFS
Operations and Maintenance Program Expenses - 2004-2005**

EXPENSES	Custodial	Maintenance	Utilities and Telecommunications	Expensed Mod./I.M.P. & Portable Relocations	Facility Planning & Operations Administration	SUB-TOTAL Operations & Maintenance	Supported Capital & Debt Services	TOTAL Operations and Maintenance
Uncertificated salaries and wages	\$153,391	\$792,873	\$0	\$0	\$86,815	\$1,033,079		\$1,033,079
Uncertificated benefits	\$43,600	\$169,774	\$0	\$0	\$16,275	\$229,649		\$229,649
Sub-total Remuneration	\$196,991	\$962,647	\$0	\$0	\$103,090	\$1,262,728		\$1,262,728
Contracted Services	\$1,500,894	\$193,523	\$47,358	\$0	\$87,186	\$1,828,961		\$1,828,961
Supplies	\$170,064	\$287,353	\$0	\$416,233	\$24,290	\$897,940		\$897,940
Electricity			\$720,215			\$720,215		\$720,215
Natural Gas/Heating Fuel			\$585,361			\$585,361		\$585,361
Sewer and Water			\$98,571			\$98,571		\$98,571
Telecommunications			\$53,048			\$53,048		\$53,048
Insurance					\$183,454	\$183,454		\$183,454
Amortization of capital assets								
Supported							\$1,491,135	\$1,491,135
Unsupported						\$788,816		\$788,816
Total Amortization						\$788,816	\$1,491,135	\$2,279,951
Interest on capital debt								
Supported							\$953,181	\$953,181
Unsupported				\$0		\$0		\$0
Other interest charges						\$0		\$0
Losses on disposal of capital assets						\$0		\$0
Cost recoveries & transfers						\$0		\$0
TOTAL EXPENSES	\$1,867,949	\$1,443,523	\$1,504,553	\$416,233	\$398,020	\$6,419,094	\$2,444,316	\$8,863,410
SQUARE METRES								
School Buildings								104,419.0
Non School Buildings								2,810.0
UNCERTIFICATED FTE'S (Board/Contract)	55.6	16.6						

- 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 Block Mod/I.M.P. & Portable Relocations:** All expenses associated with non-capital activities related to Block Modernization, Infrastructure Maintenance Programs (AKA Building Quality Restoration Program) and portable relocations.
 - Facility Planning & Operations Administration:** 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, I.M.P., block modernization 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 - 2004-2005
(SECTION 148.1 OF THE SCHOOL ACT)**

	FTEs	Remuneration	Benefits	Allowances	Performance Bonuses	ERIP's / Other	Total	Expenses
Chairperson:								
Name Brenda Herder	1.0	\$24,936	\$4,544	\$0			\$29,480	\$5,096
Name Gwenda Poyser	0.2	\$3,169	\$678	\$0			\$3,847	\$0
Other Board Members:								
Name Rebecca Heiberg	0.8	\$17,037	\$2,916	\$0			\$19,953	\$4,032
Name Michele Mulder	0.2	\$2,093	\$636	\$0			\$2,729	\$0
Name Gerald Oberg	1.0	\$20,119	\$1,876	\$0			\$21,995	\$5,664
Name Ken Offord	0.8	\$17,171	\$3,721	\$0			\$20,892	\$4,688
Name Victor Petruk	0.8	\$17,847	\$2,957	\$0			\$20,804	\$5,841
Name William Sears	0.2	\$2,685	\$326	\$0			\$3,011	\$100
Name Cheryl Smith	1.0	\$24,642	\$3,679	\$0			\$28,321	\$5,098
Name Hamed Syed	0.8	\$14,533	\$0	\$0			\$14,533	\$2,980
Name Wayne Thronson	0.2	\$1,806	\$196	\$0			\$2,002	\$0
Name Patricia Zeniuk	1.0	\$20,810	\$4,373	\$0			\$25,183	\$4,141
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	8.0	\$166,848	\$25,902	\$0			\$192,750	\$37,640
Superintendent Warren Phillips	1.0	\$125,853	\$8,758	\$0	\$0	\$0	\$134,611	\$15,185
Superintendent	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Secretary/Treasurer William Schulte	1.0	\$110,672	\$17,844	\$0	\$0	\$0	\$128,516	\$9,143
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	437.3	\$31,403,276	\$3,076,816	\$0	\$0	\$0	\$34,480,092	
Uncertificated Salaries & Wages	405.0	\$10,398,064	\$1,808,422	\$0	\$0	\$0	\$12,206,486	
TOTALS		\$42,204,713	\$4,937,742	\$0	\$0	\$0	\$47,142,455	

Note: Please refer to completion information on page 15.

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.