

**AUDITED  
FINANCIAL STATEMENTS  
and Supporting Schedules  
FOR THE YEAR ENDED AUGUST 31, 2005**  
[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

**Telephone: (780) 468-6440 and Fax: (780) 440-1631**

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  
(Name of School Jurisdiction)

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

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

***Board of Trustees Responsibility***

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

***External Auditors***

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

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

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

<b>BOARD CHAIRMAN</b>	
<b>Claude Duret</b> Name	<b>"ORIGINAL SIGNED"</b> Signature

<b>SUPERINTENDENT</b>	
<b>Henri Lemire</b> Name	<b>"ORIGINAL SIGNED"</b> Signature

<b>SECRETARY TREASURER OR TREASURER</b>	
<b>Robert Nantel</b> Name	<b>"ORIGINAL SIGNED"</b> Signature

**November 8, 2005**  
Board-approved Release Date

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## Auditors' Report

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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, 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.

*King + Company*

Edmonton, AB  
October 28, 2005

**KING & COMPANY,**  
Chartered Accountants

**STATEMENT OF FINANCIAL POSITION**  
as at August 31, 2005

(in dollars)

	2005	2004
<b>ASSETS</b>		
Current assets		
Cash and temporary investments	\$2,617,805	\$2,333,060
Accounts receivable (net after allowances)	\$1,145,575	\$1,116,982
Prepaid expenses	\$176,825	\$282,938
Other current assets	\$0	\$0
<b>Total current assets</b>	\$3,940,205	\$3,732,980
School generated assets	\$270,826	\$294,208
Trust assets	\$55,846	\$49,034
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	(\$9,045,765)	\$17,961,239
Equipment	\$2,037,488	
Less: accumulated amortization	(\$1,177,497)	\$859,991
Vehicles	\$143,237	
Less: accumulated amortization	(\$98,696)	\$44,541
<b>Total capital assets</b>	\$22,749,771	\$24,003,946
<b>TOTAL ASSETS</b>	\$27,016,648	\$28,080,168
<b>LIABILITIES</b>		
Current liabilities		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$487,616	\$1,044,274
Deferred revenue	\$805,198	\$492,704
Deferred capital allocations	\$20,975	(\$534,582)
Current portion of all long term debt	\$14,829	\$14,829
<b>Total current liabilities</b>	\$1,328,618	\$1,017,225
School generated liabilities	\$270,826	\$294,208
Trust liabilities	\$55,846	\$49,034
Employee future benefits liability	\$94,000	\$58,683
Long term payables and accrued liabilities	\$0	\$0
Long term debt		
Supported: Debentures and other supported debt	\$74,035	\$88,864
Less: Current portion of supported debt	(\$14,829)	(\$14,829)
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	\$18,363,793	\$19,594,110
<b>Total long term liabilities</b>	\$18,843,671	\$20,070,070
<b>TOTAL LIABILITIES</b>	\$20,172,289	\$21,087,295
<b>NET ASSETS</b>		
Unrestricted net assets	\$2,187,537	\$2,320,545
Operating Reserves	\$174,879	\$181,356
Accumulated Operating Surplus (Deficit)	\$2,362,416	\$2,501,901
Investment in capital assets	\$4,311,943	\$4,320,972
Capital Reserves	\$170,000	\$170,000
Total Capital Funds	\$4,481,943	\$4,490,972
<b>Total net assets</b>	\$6,844,359	\$6,992,873
<b>TOTAL LIABILITIES AND NET ASSETS</b>	\$27,016,648	\$28,080,168

**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
<b>REVENUES</b>			
Government of Alberta	\$18,461,553	\$17,763,935	\$16,409,717
Federal Government and/or First Nations	\$809,825	\$930,000	\$499,978
Other Alberta school authorities	\$123,051	\$130,000	\$120,100
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities (excluding supplementary requisitions)	\$4,364	\$0	\$4,763
Instruction resource fees	\$212,626	\$260,637	\$260,637
Transportation fees	\$0	\$0	\$0
Other sales and services	\$61,809	\$25,000	\$23,991
Investment income	\$69,965	\$60,000	\$68,552
Gifts and donations	\$19,261	\$6,462	\$8,260
Rentals of facilities	\$22,378	\$22,120	\$23,826
Net school generated funds	\$388,823	\$170,000	\$179,082
Gains on disposal of capital assets	\$0	\$0	\$0
Amortization of capital allocations	\$1,307,723	\$1,285,274	\$1,289,159
<b>Total Revenues</b>	<b>\$21,481,378</b>	<b>\$20,653,428</b>	<b>\$18,888,065</b>
<b>EXPENSES</b>			
Certificated salaries	\$8,858,218	\$8,602,820	\$7,800,003
Certificated benefits	\$914,697	\$923,726	\$814,664
Uncertificated salaries and wages	\$2,541,135	\$2,419,900	\$2,186,238
Uncertificated benefits	\$444,862	\$511,088	\$389,552
Services, contracts and supplies	\$6,991,046	\$7,180,644	\$6,056,884
Net school generated funds	\$388,823	\$170,000	\$179,082
<b>Capital and debt services</b>			
Amortization of capital assets			
Supported	\$1,307,723	\$1,285,274	\$1,289,159
Unsupported	\$172,940	\$177,856	\$173,971
<b>Total Amortization of capital assets</b>	<b>\$1,480,663</b>	<b>\$1,463,130</b>	<b>\$1,463,130</b>
Interest on capital debt			
Supported	\$9,618	\$12,459	\$12,458
Unsupported	\$0	\$0	\$0
<b>Total Interest on capital debt</b>	<b>\$9,618</b>	<b>\$12,459</b>	<b>\$12,458</b>
Other interest charges	\$830	\$0	\$233
Losses on disposal of capital assets	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$21,629,892</b>	<b>\$21,283,767</b>	<b>\$18,902,244</b>
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES BEFORE EXTRAORDINARY ITEM</b>			
	(\$148,514)	(\$630,339)	(\$14,179)
Extraordinary Item	\$0	\$0	\$0
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES</b>	<b>(\$148,514)</b>	<b>(\$630,339)</b>	<b>(\$14,179)</b>

**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
<b>CASH FLOWS FROM:</b>		
<b>A. OPERATIONS</b>		
Surplus (deficit) of revenues over expenses for the year	(\$148,514)	(\$14,179)
Add (Deduct) items not requiring cash:		
Amortization of capital allocations revenue	(\$1,307,723)	(\$1,289,159)
Total amortization expense	\$1,480,663	\$1,463,130
Gains on disposal of capital assets	\$0	\$0
Losses on sale of capital assets	\$0	\$0
Changes in accrued accounts:		
Accounts receivable	(\$28,593)	(\$125,230)
Prepays and other current assets	\$106,113	\$5,282
Long term accounts receivable	\$0	\$0
Long term investments	\$0	\$0
Payables and accrued liabilities	(\$556,658)	(\$1,595,281)
Deferred revenue	\$312,494	(\$206,034)
Employee future benefit expense (recovery)	\$35,317	\$43,683
Other (describe)	\$0	\$0
<b>Total sources (uses) of cash from Operations</b>	<b>(\$106,901)</b>	<b>(\$1,717,788)</b>
<b>B. INVESTING ACTIVITIES</b>		
Purchases of capital assets		
Land	\$0	\$0
Buildings	\$0	(\$523,978)
Equipment	(\$181,947)	(\$370,353)
Vehicles	(\$44,541)	\$0
Net proceeds from disposal of capital assets	\$0	\$0
Other (describe)	\$0	\$0
<b>Total sources (uses) of cash from Investing activities</b>	<b>(\$226,488)</b>	<b>(\$894,331)</b>
<b>C. FINANCING ACTIVITIES</b>		
Capital allocations	\$618,134	\$644
Issue of long term debt	\$0	\$0
Repayment of long term debt	(\$14,829)	(\$41,248)
Add back: supported portion	\$14,829	\$41,248
Other (describe)	\$0	\$0
<b>Total sources (uses) of cash from Financing activities</b>	<b>\$618,134</b>	<b>\$644</b>
<b>Net sources (uses) of cash during year</b>	<b>\$284,745</b>	<b>(\$2,611,475)</b>
<b>Cash and temporary investments, net of bank indebtedness, at Aug. 31/04</b>	<b>\$2,333,060</b>	<b>\$4,944,535</b>
<b>Cash and temporary investments, net of bank indebtedness, at Aug. 31/05</b>	<b>\$2,617,805</b>	<b>\$2,333,060</b>

**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 8040

(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
<b>Balance at August 31, 2004</b>	\$6,992,873	\$4,320,972	\$2,320,545	\$351,356	\$61,356	\$170,000	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prior period adjustments (describe)														
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Adjusted Balance, Aug. 31, 2004</b>	\$6,992,873	\$4,320,972	\$2,320,545	\$351,356	\$61,356	\$170,000	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Surplus(def) of revenue over expenses	(\$148,514)		(\$148,514)											
Board funded capital transactions		\$163,911	(\$163,911)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Direct credits to net assets	\$0	\$0												
Amortization of capital assets		(\$1,480,663)	\$1,480,663											
Amortization of capital allocations		\$1,307,723	(\$1,307,723)											
Disposal of unsupported capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Disposal of supported capital assets (board funded portion)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt principal payments (unsupported)		\$0	\$0											
Net transfers to operating reserves			\$6,477	(\$6,477)	(\$6,477)		\$0		\$0		\$0		\$0	
Net transfers from operating reserves			\$0	\$0	\$0		\$0		\$0		\$0		\$0	
Net transfers to capital reserves			\$0	\$0	\$0		\$0		\$0		\$0		\$0	
Net transfers from capital reserves			\$0	\$0	\$0		\$0		\$0		\$0		\$0	
<b>Balance at August 31, 2005</b>	\$6,844,359	\$4,311,943	\$2,187,537	\$344,879	\$54,879	\$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, 2005  
(in dollars)**

	<b>Deferred Capital Allocations</b>	<b>Unamortized Capital Allocations</b>
<b>Balance at August 31, 20</b>	(\$534,582)	\$19,594,110
<b>Prior period adjustment</b>	\$0	\$0
<b>Adjusted balance, August 31, 2004</b>	(\$534,582)	\$19,594,110
<b>Add:</b>		
<b>Capital allocations from: Infrastructure and Transportation-New/Modernization Projects</b>	\$618,114	
Other Government of Alberta	\$0	
Federal Government and/or First Nations	\$0	
Other sources	\$0	
<b>Interest earned on provincial government capital allocations</b>	\$20	
<b>Other capital grants and donations</b>	\$0	
<b>Proceeds on disposal of supported capital assets</b>	\$0	
<b>Insurance proceeds</b>	\$0	
<b>Donated capital assets (amortizable, at Fair Market Value)</b>		\$0
<b>Transferred in capital assets (amortizable, at Net Book Value)</b>		\$0
<b>Current Year Debenture Principal Repayment</b>		\$14,829
<b>Expended capital allocations - current year</b>	(\$62,577)	\$62,577
<b>Less:</b>		
<b>Unamortized Capital Allocation affected by a disposal through transfer out</b>		\$0
<b>Capital allocations amortized to revenue</b>		\$1,307,723
<b>Balance at August 31, 2005</b>	\$20,975	\$18,363,793



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# THE GREATER NORTH CENTRAL FRANCOPHONE EDUCATION REGION NO. 2

## Notes to the Financial Statements For the Year Ended August 31, 2005

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### 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 certain funding allocations and administration expenses.

### 2. ACCOUNTING POLICIES

These financial statements are prepared in accordance with Canadian generally accepted accounting principles and include the following significant policies:

#### Revenue Recognition

The school jurisdiction follows the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue when received or receivable. Contributions in-kind are recorded at fair market value when reasonably determinable.

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.

#### Capital Assets

Capital assets are recorded 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	33 $\frac{1}{3}$ %
Equipment and furnishings	20% and 33 $\frac{1}{3}$ %

Capital assets with costs in excess of \$5,000 are capitalized. Capital allocations received for asset additions are amortized into revenue over the same period as the amortization expense.

#### School Generated Funds

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

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# THE GREATER NORTH CENTRAL FRANCOPHONE EDUCATION REGION NO. 2

## Notes to the Financial Statements For the Year Ended August 31, 2005

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### 2. ACCOUNTING POLICIES (Continued)

#### 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 jurisdiction does not make pension contributions for certificated staff.

The school jurisdiction participates in a multi-employer pension plan, the Local Authorities Pension Plan, and does not report on any unfunded liabilities. The expense for this pension plan is equivalent to the annual contributions of \$16,944 for the year ended August 31, 2005. 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).

The school jurisdiction maintains a defined contribution plan under which amounts are contributed to employees' RRSP accounts. Expense for this plan is equal to the school jurisdiction's required contribution for the year.

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 before the close of the school year are for school supplies which will be consumed subsequent to the year-end, and are accordingly recorded as prepaid expenses.

#### Contributed Services

Volunteers contribute a considerable number of hours per year to schools 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.

#### Use of Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results may differ from those estimates.

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# THE GREATER NORTH CENTRAL FRANCOPHONE EDUCATION REGION NO. 2

## Notes to the Financial Statements For the Year Ended August 31, 2005

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### 2. ACCOUNTING POLICIES (Continued)

#### Operating and Capital Reserves

Reserves are established at the discretion of the Board of Trustees of the school jurisdiction to set aside funds for operating and capital purposes. Such reserves are appropriations of unrestricted net assets.

### 3. ACCOUNTS RECEIVABLE

	2005	2004
Province of Alberta	\$ 589,868	\$ 656,995
Federal government	540,439	446,791
Other	12,187	12,701
Other school jurisdictions	<u>3,081</u>	<u>495</u>
	<u>\$1,145,575</u>	<u>\$1,116,982</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, 2005.

### 5. DEFERRED REVENUE

	2005	2004
Infrastructure Maintenance Program	\$450,585	\$371,676
Regional Education Consulting Services	149,808	-
Subsequent year funding	100,000	-
Infrastructure plant operations and maintenance	94,237	-
Portable setup	10,568	-
One-time modernization grants	<u>-</u>	<u>121,028</u>
Total	<u>\$805,198</u>	<u>\$492,704</u>

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## THE GREATER NORTH CENTRAL FRANCOPHONE EDUCATION REGION NO. 2

### Notes to the Financial Statements For the Year Ended August 31, 2005

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#### 6. EMPLOYEE FUTURE BENEFITS

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

	2005	2004
Opening balance	\$ <u>58,683</u>	\$ <u>15,000</u>
Current expense for the period:		
Current service costs	24,317	32,683
Amortization of transitional obligation	<u>11,000</u>	<u>11,000</u>
	<u>35,317</u>	<u>43,683</u>
Closing balance	\$ <u>94,000</u>	\$ <u>58,683</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:

	2005	2004
Opening balance	\$ 44,000	\$ 55,000
Less current amortization	<u>11,000</u>	<u>11,000</u>
Closing balance	\$ <u>33,000</u>	\$ <u>44,000</u>

Included in expenses are the following:

	2005	2004
Registered retirement savings plan	\$ 76,269	\$ 57,892
Retirement benefit obligation	35,317	43,683
Local Authorities Pension Plan	<u>16,944</u>	<u>16,299</u>
	<u>\$128,530</u>	<u>\$117,874</u>

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

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# THE GREATER NORTH CENTRAL FRANCOPHONE EDUCATION REGION NO. 2

## Notes to the Financial Statements For the Year Ended August 31, 2005

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### 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 \$4,122,170:

	2005	2004
Alberta Capital Finance Authority:		
11.625% due April 15, 2010	\$ 73,598	\$ 88,318
11.125% due October 15, 2008	<u>437</u>	<u>546</u>
	74,035	88,864
Due within one year	<u>14,829</u>	<u>14,829</u>
	<u>\$ 59,206</u>	<u>\$ 74,035</u>

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

2006	\$ 14,829
2007	14,829
2008	14,829
2009	14,829
2010	14,719

### 8. DEFERRED CAPITAL ALLOCATIONS

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

### 9. 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 capital asset. The unamortized capital allocations account balance is increased by transfers of deferred capital allocations expended, as well as fully-supported debenture principal repayments.

### 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.

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# THE GREATER NORTH CENTRAL FRANCOPHONE EDUCATION REGION NO. 2

Notes to the Financial Statements  
For the Year Ended August 31, 2005

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## 11. COMMITMENTS

### Building Projects

The school jurisdiction is committed to further capital expenditures of approximately \$200,000 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.

### Operating Leases

The school jurisdiction is committed until December 31, 2006 under operating leases for premises to annual rent of \$59,643 plus occupancy expenses as defined in the leases. It is also committed to annual vehicle operating leases of \$15,828 until August 31, 2009.

## 12. ECONOMIC DEPENDENCE

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

## 13. BUDGET AMOUNTS

The budget was prepared by the school jurisdiction and approved by the Board of Trustees. It is presented for information purposes only.

## 14. FINANCIAL INSTRUMENTS

The school jurisdiction's financial instruments comprise 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.

SCHEDULE A to the AFS

School Jurisdiction Code 8040

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 <b>Alberta Infrastructure and Transportation</b>	\$16,819,692	\$11,979,860	\$731,953	\$2,555,668	\$960,638	\$591,573
(2) Infrastructure Maintenance Program & Portable Relocations support	\$231,592	\$0	\$231,592			
(3) Regular Operations & Maintenance support	\$1,156,666		\$1,156,666			
(4) Other support	\$241,185	\$0	\$241,185			
(5) <b>Total Alberta Infrastructure and Transportation Revenues</b>	\$1,629,443	\$0	\$1,629,443			
(6) Alberta Finance	\$9,618		\$9,618			\$0
(7) Other - Government of Alberta	\$2,800	\$0	\$2,800	\$0	\$0	\$0
(8) Federal Government and/or First Nations	\$809,825	\$574,415	\$0	\$0	\$0	\$235,410
(9) Other Alberta school authorities	\$123,051	\$3,750	\$0	\$0	\$0	\$119,301
(10) Out of province authorities	\$0	\$0	\$0	\$0	\$0	\$0
(11) Alberta municipalities (excl. supplementary requisitions)	\$4,364	\$4,364	\$0	\$0	\$0	\$0
(12) Instruction resource fees	\$212,626	\$212,626				
(13) Transportation fees	\$0			\$0		
(14) Other sales and services	\$61,809	\$25,713	\$0	\$0	\$34,046	\$2,050
(15) Investment income	\$69,965	\$45,845	\$8,850	\$10,234	\$5,036	\$0
(16) Gifts and donations	\$19,261	\$19,261	\$0	\$0		\$0
(17) Rentals of facilities	\$22,378	\$0	\$22,378	\$0	\$0	\$0
(18) Net school generated funds	\$388,823	\$388,823			\$0	
(19) Gains on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0
(20) Amortization of capital allocations	\$1,307,723	\$10,555	\$1,297,168	\$0		\$0
(21) <b>TOTAL REVENUES</b>	\$21,481,378	\$13,265,212	\$3,702,210	\$2,565,902	\$999,720	\$948,334
<b>EXPENSES</b>						
(22) Certificated salaries	\$8,858,218	\$8,570,810			\$159,406	\$128,002
(23) Certificated benefits	\$914,697	\$887,422			\$9,863	\$17,412
(24) Uncertificated salaries and wages	\$2,541,135	\$1,448,956	\$544,825	\$75,355	\$358,832	\$113,167
(25) Uncertificated benefits	\$444,862	\$266,910	\$86,695	\$15,688	\$62,159	\$13,410
(26) <b>SUB - TOTAL</b>	\$12,758,912	\$11,174,098	\$631,520	\$91,043	\$590,260	\$271,991
(27) Services, contracts & supplies	\$6,991,046	\$1,842,548	\$1,752,404	\$2,330,511	\$416,902	\$648,681
(28) Cost recoveries & charges to programs	\$0	\$0	\$0	\$0	(\$27,540)	\$27,540
(29) Net school generated funds	\$388,823	\$388,823				
<b>Capital and debt services</b>						
Amortization of capital assets						
(30) Supported	\$1,307,723	\$10,555	\$1,297,168	\$0	\$0	\$0
(31) Unsupported	\$172,940	\$141,882	\$11,500	\$0	\$19,558	\$0
(32) Total Amortization	\$1,480,663	\$152,437	\$1,308,668	\$0	\$19,558	\$0
Interest on capital debt						
(33) Supported	\$9,618	\$0	\$9,618	\$0	\$0	\$0
(34) Unsupported	\$0	\$0	\$0	\$0	\$0	\$0
(35) Other interest charges	\$830	\$168	\$0	\$0	\$540	\$122
(36) Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0
(37) <b>TOTAL EXPENSES</b>	\$21,629,892	\$13,558,074	\$3,702,210	\$2,421,554	\$999,720	\$948,334
(38) <b>SURPLUS (DEFICIT) BEFORE EXTRAORDINARY ITEM</b>	(\$148,514)	(\$292,862)	\$0	\$144,348	\$0	\$0

**SCHEDULE B to the AFS**  
**ALBERTA EDUCATION REVENUES 2004-2005**

	TOTAL
<b>Base Funding</b>	
Early Childhood Services (ECS)	\$486,472
Base Instruction (Gr 1-12)	\$8,057,481
Outreach Programs	\$52,020
Home Education	\$0
<b>Differential Cost Funding *</b>	\$6,069,611
<b>Other Provincial Support</b>	
Institutional Programs	\$0
Regional Consortium (6 boards) and Regional Educational Consulting Services (4 boards)	\$570,192
Learning Resources Credit	\$13,567
<b>Federal French Funding</b>	\$221,169
<b>Provincial Priority Targeted Funding</b>	
Class Size Initiative	\$254,428
Student Health Initiative (SHI)	\$73,357
Alberta Initiative for School Improvement (AIS)	\$201,105
High Speed Networking	\$11,500
Children and Youth with Complex Needs	\$0
<b>Other Alberta Education Revenues</b> (describe): Operations & mntce \$731,953; Virtual School \$75,000; Microsoft rebate \$1,837	\$808,790
<b>Total Alberta Education Revenues</b>	\$16,819,692

\* 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 <sup>1</sup>	Learning Resources	Cost Recoveries & Transfers	Other Expenses <sup>2</sup>	TOTAL EXPENSES
School Administration & All Instruction Support	\$1,074,876	\$457,604	\$530,779		\$0	\$47,031	\$2,110,290
Mild & Moderate Disabilities/Gifted & Talented(ECS-12)	\$25,541	\$100,909	\$1,146		\$0		\$127,596
ECS Program Unit (PUF)	\$0	\$88,328	\$4,300		\$0		\$92,628
Severe Disabilities (Gr 1-12)	\$26,618	\$482,576	\$2,423		\$0		\$511,617
English as a Second Language	\$124,974	\$0	\$326		\$0		\$125,300
French Language Program & Francisation (all jurisdictions)	\$135,388	\$13,239	\$2,466		\$0		\$151,093
First Nations, Metis and Inuit Education(ECS - Gr 12)	\$0	\$0	\$0		\$0		\$0
Home Education	\$0	\$0	\$0		\$0		\$0
Institutional Programs	\$0	\$0	\$0		\$0		\$0
Alberta Initiative for School Improvement	\$169,312	\$14,039	\$17,754	\$0	\$0		\$201,105
Student Health Initiative	\$0	\$68,118	\$5,708		\$0		\$73,826
High Speed Networking			\$11,500		\$0		\$11,500
Class Size	\$254,428	\$0	\$0	\$0	\$0		\$254,428
Children and Youth with Complex Needs(ECS - Gr 12)	\$0	\$0	\$0		\$0		\$0
All Other Student Instruction Expenses(ECS - Gr 12)	\$7,647,095	\$491,053	\$973,884	\$292,430	\$0	\$494,229	\$9,898,691
<b>TOTAL EXPENSES</b>	<b>\$9,458,232</b>	<b>\$1,715,866</b>	<b>\$1,550,286</b>	<b>\$292,430</b>	<b>\$0</b>	<b>\$541,260</b>	<b>\$13,558,074</b>

  

FULL-TIME-EQUIVALENCIES(Board/Contract)	FTE Certificated	FTE Uncertificated
Mild & Moderate Disabilities/Gifted & Talented (ECS - Gr 12)	0.3	4.0
ECS Program Unit (PUF)	0.0	3.2
Severe Disabilities (Gr 1-12)	0.3	17.4

  

**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**

<b>TOTAL EXPENSES</b>	<b>\$21,629,892</b>
<b>STEP 1</b>	
<b>Calculation of maximum expense limit PERCENTAGE for Board and System Administration expenses</b>	
If "Total Net Enrolled Students" are 6,000 and over = 4%	<b>6.00%</b>
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 &amp; less.</p>	
<b>STEP 2</b>	
<b>Calculate maximum expense limit AMOUNTS for Board and System Administration expenses</b>	
Maximum Expense Limit percentage (Step 1) x TOTAL EXPENSES	<b>\$1,297,794</b>
<b>Considerations for Charter Schools and Small School Boards:</b>	
If <b>Charter School</b> , enter \$56,100	\$0
If <b>School Board</b> , please enter your 04-05 Gr 1- 12 funded enrolment	1,625
	<b>\$408,000</b>
<b>MAXIMUM EXPENSE LIMIT</b>	<b>\$1,297,794</b>
<b>STEP 3</b>	
<b>Compare maximum expense limit amounts calculated in Step 2 to actual expenses (from Schedule A)</b>	
Actual Board Governance & System Administration expenses	\$999,720
PLUS: transfers to Restricted - Operating (Board/System Administration)	\$0
LESS: transfers from Restricted - Operating (Board/System Administration)	\$0
<b>TOTAL BOARD GOVERNANCE &amp; SYSTEM ADMINISTRATION EXPENSES</b>	<b>\$999,720</b>
<b>MAXIMUM EXPENSE LIMIT</b>	<b>\$1,297,794</b>
<b>ACTUAL EXPENSES - OVER(UNDER) MAXIMUM EXPENSE LIMIT</b>	<b>-\$298,074</b>

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

<b>Unexpended SGF - Opening Balance August 31, 2004</b> (Note 1)			\$294,208
<b>Source of Net School Generated Funds:</b>			
	<b>Gross SGF</b>	<b>Related Expenses</b>	<b>Net SGF</b>
Fundraising activities	\$316,317	\$13,048	\$303,269
Student fees (Non-Instructional) (Note 2)	\$55,821		\$55,821
Donations and grants to schools	\$6,351		\$6,351
Other (describe):	\$0	\$0	\$0
<b>Net Additions to SGF</b>	\$378,489	\$13,048	\$365,441
<b>Net SGF Available for Discretionary Spending</b>			\$659,649
<b>Application of Net School Generated Funds:</b>			
Extra-curricular activities			\$326,012
School beautification			\$0
Field Trips			\$58,323
Equipment			\$4,488
Family literacy and other community resources			\$0
Other (describe):			\$0
<b>Net SGF Expended for Discretionary Purposes</b> (Note 3)			\$388,823
<b>Unexpended SGF - Closing Balance August 31, 2005</b> (Note 4)			\$270,826
<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><b>Note 1</b> Input "(Restated)" beside Balance at August 31, 2004 where not taken from the finalized 2003-2004 Audited Financial Statements.</p>			
<p><b>Note 2</b> 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><b>Note 3</b> Net SGF Expended for Discretionary Purposes is recorded as revenue and expense in the Statement of Revenues &amp; Expenses.</p>			
<p><b>Note 4</b> 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	\$544,825	\$0	\$0	\$0	\$0	\$544,825		\$544,825
Uncertificated benefits	\$86,695	\$0	\$0	\$0	\$0	\$86,695		\$86,695
<b>Sub-total Remuneration</b>	<b>\$631,520</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$631,520</b>		<b>\$631,520</b>
Contracted Services	\$111,155	\$488,174	\$50,625	\$421,599	\$92,323	\$1,163,876		\$1,163,876
Supplies	\$72,116	\$5,907	\$0	\$51,178	\$2,118	\$131,319		\$131,319
Electricity			\$230,641			\$230,641		\$230,641
Natural Gas/Heating Fuel			\$168,116			\$168,116		\$168,116
Sewer and Water			\$29,773			\$29,773		\$29,773
Telecommunications			\$2,610			\$2,610		\$2,610
Insurance					\$26,069	\$26,069		\$26,069
Amortization of capital assets								
Supported							\$1,297,168	\$1,297,168
Unsupported						\$11,500		\$11,500
<b>Total Amortization</b>						<b>\$11,500</b>	<b>\$1,297,168</b>	<b>\$1,308,668</b>
Interest on capital debt								
Supported							\$9,618	\$9,618
Unsupported				\$0		\$0		\$0
Other interest charges						\$0		\$0
Losses on disposal of capital assets						\$0		\$0
Cost recoveries & transfers						\$0		\$0
<b>TOTAL EXPENSES</b>	<b>\$814,791</b>	<b>\$494,081</b>	<b>\$481,765</b>	<b>\$472,777</b>	<b>\$120,510</b>	<b>\$2,395,424</b>	<b>\$1,306,786</b>	<b>\$3,702,210</b>
SQUARE METRES								
School Buildings								32,000.6
Non School Buildings								728.0
<b>UNCERTIFICATED FTE'S (Board/Contract)</b>	<b>17.3</b>	<b>1.0</b>						

**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
<b>Chairperson:</b>								
Name								
Claude Duret	1.0	\$6,433	\$78	\$0			\$6,511	\$6,641
Name	0.0	\$0	\$0	\$0			\$0	\$0
<b>Other Board Members:</b>								
Name	1.0	\$8,485	\$160	\$0			\$8,645	\$5,347
Name	0.9	\$3,775	\$61	\$0			\$3,836	\$4,401
Name	0.9	\$5,480	\$124	\$0			\$5,604	\$1,445
Name	0.9	\$5,780	\$98	\$0			\$5,878	\$2,611
Name	0.9	\$4,205	\$75	\$0			\$4,280	\$1,901
Name	0.9	\$1,580	\$60	\$0			\$1,640	\$321
Name	0.1	\$210	\$0	\$0			\$210	\$0
Name	0.1	\$275	\$0	\$0			\$275	\$0
Name	0.1	\$225	\$0	\$0			\$225	\$39
Name	0.1	\$655	\$0	\$0			\$655	\$39
Name	0.1	\$225	\$0	\$0			\$225	\$2,456
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
Name	0.0	\$0	\$0	\$0			\$0	\$0
<b>Subtotal</b>	<b>7.0</b>	<b>\$37,328</b>	<b>\$657</b>	<b>\$0</b>			<b>\$37,985</b>	<b>\$25,202</b>
Superintendent	1.0	\$159,406	\$9,863	\$0	\$0	\$0	\$169,269	\$25,239
Superintendent	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Secretary/Treasurer	1.0	\$121,469	\$14,980	\$0	\$0	\$0	\$136,449	\$11,674
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	\$8,698,812	\$904,834	\$0	\$0	\$0	\$9,603,646	
Uncertificated Salaries & Wages	0.0	\$2,382,338	\$429,225	\$0	\$0	\$0	\$2,811,563	
<b>TOTALS</b>		<b>\$11,399,353</b>	<b>\$1,359,559</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,758,912</b>	

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