

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

**Holy Spirit Roman Catholic Separate Regional Division # 4**

Legal Name of School Jurisdiction

**620 12 Street "B" North Lethbridge, AB T1J 3E7**

Mailing Address

**Telephone No. 327-9555 Fax No. 327-9595**

Telephone and Fax Numbers

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

The financial statements and supporting schedules Holy Spirit Roman Catholic Separate Regional Division # 4  
(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>Mr. Kenneth Tratch</b> Name	<b>"Original Signed"</b> Signature

<b>SUPERINTENDENT</b>	
<b>Mr. David Keohane</b> Name	<b>"Original Signed"</b> Signature

<b>SECRETARY TREASURER OR TREASURER</b>	
<b>Mr. Victor Pirie</b> Name	<b>"Original Signed"</b> Signature

**23-Nov-05**

Board-approved Release Date

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## AUDITORS' REPORT

To the Board of Trustees of the  
Holy Spirit Roman Catholic Separate Regional Division No. 4

We have audited the statement of financial position of the Holy Spirit Roman Catholic Separate Regional Division No. 4 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 the 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.

Lethbridge, Alberta

November 2, 2005

*Young Parkyn McNab LLP*

Chartered Accountants

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

(in dollars)

	2005	2004
<b>ASSETS</b>		
Current assets		
Cash and temporary investments	(\$0)	\$0
Accounts receivable (net after allowances)	\$2,180,674	\$4,778,124
Prepaid expenses	\$63,184	\$125,119
Other current assets	\$15,815	\$17,693
<b>Total current assets</b>	\$2,259,673	\$4,920,936
School generated assets	\$1,008,071	\$705,027
Trust assets	\$316,627	\$289,245
Long term accounts receivable	\$0	\$0
Long term investments	\$0	\$0
Capital assets		
Land	\$837,612	\$837,612
Buildings	\$51,214,668	
Less: accumulated amortization	(\$14,190,772)	\$37,023,896
Equipment	\$2,031,075	
Less: accumulated amortization	(\$1,728,192)	\$302,883
Vehicles	\$157,530	
Less: accumulated amortization	(\$83,718)	\$73,812
<b>Total capital assets</b>	\$38,238,203	\$35,670,447
<b>TOTAL ASSETS</b>	\$41,822,574	\$41,585,655
<b>LIABILITIES</b>		
Current liabilities		
Bank indebtedness	\$1,475,711	\$541,444
Accounts payable and accrued liabilities	\$806,483	\$1,724,390
Deferred revenue	\$366,186	\$738,058
Deferred capital allocations	\$381,348	\$463,823
Current portion of all long term debt	\$592,876	\$695,626
<b>Total current liabilities</b>	\$3,622,604	\$4,163,341
School generated liabilities	\$1,008,071	\$705,027
Trust liabilities	\$316,627	\$289,245
Employee future benefits liability	\$0	\$0
Long term payables and accrued liabilities	\$0	\$0
Long term debt		
Supported: Debentures and other supported debt	\$3,001,552	\$3,697,178
Less: Current portion of supported debt	(\$592,876)	(\$695,626)
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	\$31,220,949	\$29,523,167
<b>Total long term liabilities</b>	\$34,954,323	\$33,518,991
<b>TOTAL LIABILITIES</b>	\$38,576,927	\$37,682,332
<b>NET ASSETS</b>		
Unrestricted net assets	(\$0)	\$194,912
Operating Reserves	\$643,448	\$1,482,693
Accumulated Operating Surplus (Deficit)	\$643,448	\$1,677,605
Investment in capital assets	\$2,498,616	\$2,027,135
Capital Reserves	\$103,583	\$198,583
Total Capital Funds	\$2,602,199	\$2,225,718
<b>Total net assets</b>	\$3,245,647	\$3,903,323
<b>TOTAL LIABILITIES AND NET ASSETS</b>	\$41,822,574	\$41,585,655

**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	\$32,647,707	\$28,870,016	\$30,680,675
Federal Government and/or First Nations	\$1,482,279	\$1,348,942	\$1,460,608
Other Alberta school authorities	\$0	\$0	\$0
Out of province authorities	\$0	\$0	\$0
Alberta Municipalities (excluding supplementary requisitions)	\$0	\$0	\$0
Instruction resource fees	\$219,193	\$165,842	\$217,898
Transportation fees	\$0	\$0	\$0
Other sales and services	\$59,682	\$110,230	\$42,785
Investment income	\$11,958	\$70,575	\$47,196
Gifts and donations	\$0	\$0	\$0
Rentals of facilities	\$0	\$0	\$0
Net school generated funds	\$767,427	\$574,265	\$710,525
Gains on disposal of capital assets	\$0	\$0	\$0
Amortization of capital allocations	\$757,718	\$1,033,535	\$1,034,078
<b>Total Revenues</b>	<b>\$35,945,964</b>	<b>\$32,173,405</b>	<b>\$34,193,765</b>
<b>EXPENSES</b>			
Certificated salaries	\$18,490,565	\$16,711,697	\$17,223,104
Certificated benefits	\$2,217,600	\$2,037,151	\$2,108,390
Uncertificated salaries and wages	\$6,325,801	\$5,007,475	\$5,616,049
Uncertificated benefits	\$1,379,729	\$1,008,663	\$1,193,969
Services, contracts and supplies	\$6,199,201	\$5,638,952	\$5,974,158
Net school generated funds	\$767,427	\$574,265	\$710,525
<b>Capital and debt services</b>			
Amortization of capital assets			
Supported	\$757,718	\$1,033,535	\$1,034,078
Unsupported	\$138,309	\$101,363	\$127,191
<b>Total Amortization of capital assets</b>	<b>\$896,027</b>	<b>\$1,134,898</b>	<b>\$1,161,269</b>
Interest on capital debt			
Supported	\$327,290	\$367,102	\$401,793
Unsupported	\$0	\$0	\$0
<b>Total Interest on capital debt</b>	<b>\$327,290</b>	<b>\$367,102</b>	<b>\$401,793</b>
Other interest charges	\$0	\$0	\$0
Losses on disposal of capital assets	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$36,603,640</b>	<b>\$32,480,203</b>	<b>\$34,389,257</b>
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES BEFORE EXTRAORDINARY ITEM</b>			
	(\$657,676)	(\$306,798)	(\$195,492)
Extraordinary Item	\$0	\$0	\$0
<b>SURPLUS (DEFICIT) OF REVENUES OVER EXPENSES</b>	<b>(\$657,676)</b>	<b>(\$306,798)</b>	<b>(\$195,492)</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	(\$657,676)	(\$195,492)
Add (Deduct) items not requiring cash:		
Amortization of capital allocations revenue	(\$757,718)	(\$1,034,078)
Total amortization expense	\$896,027	\$1,161,269
Gains on disposal of capital assets	\$0	\$0
Losses on sale of capital assets	\$0	\$0
Changes in accrued accounts:		
Accounts receivable	\$2,597,450	(\$1,890,129)
Prepays and other current assets	\$63,813	\$11,357
Long term accounts receivable	\$0	\$0
Long term investments	\$0	\$0
Payables and accrued liabilities	(\$917,907)	(\$1,040,316)
Deferred revenue	(\$371,872)	(\$29,572)
Employee future benefit expense (recovery)	\$0	\$0
Other (describe)	\$0	\$0
<b>Total sources (uses) of cash from Operations</b>	<b>\$852,117</b>	<b>(\$3,016,961)</b>
<b>B. INVESTING ACTIVITIES</b>		
Purchases of capital assets		
Land	\$0	\$0
Buildings	(\$3,354,166)	(\$5,657,343)
Equipment	(\$87,943)	(\$66,870)
Vehicles	(\$21,674)	\$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>(\$3,463,783)</b>	<b>(\$5,724,213)</b>
<b>C. FINANCING ACTIVITIES</b>		
Capital allocations	\$1,677,399	\$2,151,532
Issue of long term debt	\$0	\$0
Repayment of long term debt	(\$695,626)	(\$695,626)
Add back: supported portion	\$695,626	\$695,626
Other (describe)	\$0	\$0
<b>Total sources (uses) of cash from Financing activities</b>	<b>\$1,677,399</b>	<b>\$2,151,532</b>
<b>Net sources (uses) of cash during year</b>	<b>(\$934,267)</b>	<b>(\$6,589,642)</b>
<b>Cash and temporary investments, net of bank indebtedness, at Aug. 31/04</b>	<b>(\$541,444)</b>	<b>\$6,048,198</b>
<b>Cash and temporary investments, net of bank indebtedness, at Aug. 31/05</b>	<b>(\$1,475,711)</b>	<b>(\$541,444)</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 4481

(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>	\$3,903,323	\$2,027,135	\$194,912	\$1,681,276	\$790,489	\$103,583	\$18,126	\$0	\$187,304	\$95,000	\$486,774	\$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>	\$3,903,323	\$2,027,135	\$194,912	\$1,681,276	\$790,489	\$103,583	\$18,126	\$0	\$187,304	\$95,000	\$486,774	\$0	\$0	\$0
Surplus(def) of revenue over expenses	(\$657,676)		(\$657,676)											
Board funded capital transactions		\$609,790	(\$375,594)	(\$234,196)	(\$117,522)	\$0	(\$21,674)	\$0	\$0	(\$95,000)	\$0	\$0	\$0	\$0
Direct credits to net assets	\$0	\$0												
Amortization of capital assets		(\$896,027)	\$896,027											
Amortization of capital allocations		\$757,718	(\$757,718)											
Disposal of unsupported capital assets	\$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
Debt principal payments (unsupported)		\$0	\$0											
Net transfers to operating reserves			(\$653,038)	\$653,038	\$460,222		\$66,597		\$0		\$126,219		\$0	
Net transfers from operating reserves			\$1,353,087	(\$1,353,087)	(\$904,119)		\$0		(\$81,703)		(\$367,265)		\$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>	\$3,245,647	\$2,498,616	(\$0)	\$747,031	\$229,070	\$103,583	\$63,049	\$0	\$105,601	\$0	\$245,728	\$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>	\$463,823	\$29,523,167
<b>Prior period adjustment</b>	\$0	\$0
<b>Adjusted balance, August 31, 2004</b>	\$463,823	\$29,523,167
<b>Add:</b>		
<b>Capital allocations from: Infrastructure and Transportation-New/Modernization Projects</b>	\$1,677,399	
Other Government of Alberta	\$0	
Federal Government and/or First Nations	\$0	
Other sources	\$0	
<b>Interest earned on provincial government capital allocations</b>	\$0	
<b>Other capital grants and donations</b>	\$0	
<b>Proceeds on disposal of supported capital assets</b>	\$0	
<b>Insurance proceeds</b>	\$0	
<b>Donated capital assets (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>		\$695,626
<b>Expended capital allocations - current year</b>	(\$1,759,874)	\$1,759,874
<b>Less:</b>		
<b>Unamortized Capital Allocation affected by a disposal through transfer out</b>		\$0
<b>Capital allocations amortized to revenue</b>		\$757,718
<b>Balance at August 31, 2005</b>	\$381,348	\$31,220,949

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**HOLY SPIRIT ROMAN CATHOLIC SEPARATE REGIONAL DIVISION NO.4**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended August 31, 2005**

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**1. Authority and purpose**

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

The School Division receives instruction and support allocations under Regulation 77/2003. The regulation allows for setting of conditions and use of grant monies. The School Division 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 (GAAP) and accounting policies consistent with those prescribed by Alberta Learning for Alberta school jurisdictions. The precise determination of many assets and liabilities is dependent on future events. As a result, the preparation of financial statements for a period involves the use of estimates and approximations, which have been made using careful judgement. Actual results could differ from those estimates and approximations. The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of the accounting policies summarized below:

**Revenue recognition**

Revenue is recognized as follows:

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

Fees for services related to courses and programs are recognized as revenue when such courses and programs are delivered.

Unrestricted contributions are recognized as revenue when received or receivable. Contributions in-kind are recorded at fair market value when reasonably determinable.

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

**Investments**

Investments are valued at cost.

**Inventory**

Inventory is recorded at the lower of cost and net realizable value. Cost is determined on the first in, first out basis.

**Capital assets**

Capital assets are recorded at cost and amortization is provided for on a straight line basis using the following annual rates:

Equipment and furnishings	5 years
Vehicles and buses	10 years
Buildings	40 years
Buildings and additions	25 years

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**HOLY SPIRIT ROMAN CATHOLIC SEPARATE REGIONAL DIVISION NO.4**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended August 31, 2005**

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**2. Summary of significant accounting policies (continued)**

**Capital assets (continued)**

There is no amortization charged in the year of acquisition.

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

**School generated funds**

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

**Vacation pay**

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

**Pensions**

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

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

The School Board participates in the multi-employer pension plan, Local Authorities Pension Plan. The expense for this pension plan is equivalent to the annual contributions of \$353,179 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).

**Prepaid expenses**

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

**Contributed services**

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

**Financial instruments**

The Division'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 values of these financial instruments approximate their carrying values. The Division has invested surplus funds in accordance with Section 60 of the *School Act* and Section 5 of the *Trustees Act*.

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**HOLY SPIRIT ROMAN CATHOLIC SEPARATE REGIONAL DIVISION NO.4**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended August 31, 2005**

**2. Summary of significant accounting policies (continued)**

**Operating and capital reserves**

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

**Employee future benefits**

The Division accounted for the future cost of employee benefits commencing in the 2000-2001 school year using the retroactive approach. There is no financial impact on the Division at this time.

**3. Accounts receivable**

	2005	2004
Province of Alberta	\$ 1,638,420	\$ 3,411,262
Federal government	280,829	400,223
Alberta municipalities	8,948	14,967
Indian and Northern Affairs Canada	134,481	128,673
City of Lethbridge	-	700,000
Other	117,996	122,999
<b>Total</b>	<b>\$ 2,180,674</b>	<b>\$ 4,778,124</b>

**4. Accounts payable and liabilities**

	2005	2004
Province of Alberta	\$ 176,996	\$ 218,113
Other trade payables and accrued liabilities	629,487	1,506,277
<b>Total</b>	<b>\$ 806,483</b>	<b>\$ 1,724,390</b>

**5. Deferred revenue**

	2005	2004
Modernization Block Funding	\$ 181,352	\$ 387,367
Indian and Northern Affairs Tuition	-	57,422
Alberta Initiative for School Improvement	130,017	88,096
Severe Disabilities 2000-2003	52,215	154,673
Special education mild and moderate	-	26,700
Jurisdictional study	-	18,000
Foreign tuition	-	5,800
Classroom Initiative	2,602	-
<b>Total</b>	<b>\$ 366,186</b>	<b>\$ 738,058</b>

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**HOLY SPIRIT ROMAN CATHOLIC SEPARATE REGIONAL DIVISION NO.4**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended August 31, 2005**

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**6. Trust assets and liabilities**

These balances represent cash that is held in trust by the jurisdiction for the following areas:

	2005	2004
Scholarship trusts	\$ 247,161	\$ 239,935
Charitable donations	69,151	48,995
Trust awards	315	315
Total	\$ 316,627	\$ 289,245

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**7. Long-term debt**

The Division has various debentures payable to Alberta Capital Finance Authority relating to the acquisition of capital assets bearing interest at rates ranging from 8.875% to 12.0%. The debenture debt is fully supported by Alberta Finance. Principal payments in each of the next five years are estimated as follows:

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2006	\$ 592,876
2007	476,604
2008	467,223
2009	351,053
2010	337,993
Thereafter	775,803
	\$ 3,001,552

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**8. Deferred capital allocations**

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

**9. Unamortized capital allocations**

Unamortized capital allocations represent externally-restricted supported capital funds that have been spent, but have yet to be amortized over the useful life of the applicable capital asset to which the restricted capital allocations apply. The unamortized capital allocations account balance is increased by transfers of previously deferred capital allocations now spent, as well as full-supported debentured capital funds, as the principal is repaid.

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**HOLY SPIRIT ROMAN CATHOLIC SEPARATE REGIONAL DIVISION NO.4****NOTES TO FINANCIAL STATEMENTS****For the Year Ended August 31, 2005**

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**10. Internally restricted net assets**

Net assets may be restricted by authorization of the Board of Trustees for future capital and operating expenditures. The amounts are established and expended in accordance with terms and conditions established by the Board.

	2005	2004
Operating		
School allocations	\$ 70,907	\$ 529,198
Professional development	158,162	261,291
Operations and maintenance	63,049	18,126
Board governance	42,000	22,000
System administration	63,601	165,304
Transportation	245,729	486,774
	<hr/> 643,448	<hr/> 1,482,693
Capital		
Technology	103,583	103,583
Board and system	-	95,000
	<hr/> 103,583	<hr/> 198,583
	<hr/> <hr/> \$ 747,031	<hr/> <hr/> \$ 1,681,276

**11. Capital over expenditure**

The School Division has unfunded capital over expenditures totalling \$1,517,087. The over expenditure relating to the St. Basil Education Centre in the amount of \$1,332,398 is expected to be funded by the sale of surplus property within the next year. The over expenditure relating to St. Francis School in the amount of \$184,689 is expected to be funded from future Infrastructure Maintenance Program funding.

**12. Commitments**

The Division is committed to further capital expenditures for the modernization, replacement and addition of schools of approximately \$18,800,000. It is anticipated that these costs will be fully funded by the capital allocations from Alberta Infrastructure.

Catholic High School Campus	\$ 10,400,000
St. Catherine's School modernization	4,400,000
Ecole St. Mary's modernization	4,000,000
	<hr/> <hr/> \$ 18,800,000

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**HOLY SPIRIT ROMAN CATHOLIC SEPARATE REGIONAL DIVISION NO.4**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended August 31, 2005**

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**13. Economic dependence on related third party**

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

**14. Budget amounts**

The budget was prepared by the School Division management with Board of Trustees approval given on June 28, 2004. It is presented for information purposes only and has not been audited.

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SCHEDULE A to the AFS

School Jurisdiction Code 4481

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	\$28,885,440	\$26,434,113	\$0	\$1,015,847	\$1,435,480	\$0
<b>Alberta Infrastructure and Transportation</b>						
(2) Infrastructure Maintenance Program & Portable Relocations support	\$425,786	\$0	\$425,786			
(3) Regular Operations & Maintenance support	\$2,991,191		\$2,991,191			
(4) Other support	\$18,000	\$0	\$18,000			
(5) <b>Total Alberta Infrastructure and Transportation Revenues</b>	\$3,434,977	\$0	\$3,434,977			
(6) Alberta Finance	\$327,290		\$327,290			\$0
(7) Other - Government of Alberta	\$0		\$0	\$0	\$0	\$0
(8) Federal Government and/or First Nations	\$1,482,279	\$1,259,937	\$148,228	\$0	\$74,114	\$0
(9) Other Alberta school authorities	\$0	\$0	\$0	\$0	\$0	\$0
(10) Out of province authorities	\$0	\$0	\$0	\$0	\$0	\$0
(11) Alberta municipalities (excl. supplementary requisitions)	\$0	\$0	\$0	\$0	\$0	\$0
(12) Instruction resource fees	\$219,193	\$219,193				
(13) Transportation fees	\$0			\$0		
(14) Other sales and services	\$59,682	\$59,682	\$0	\$0	\$0	\$0
(15) Investment income	\$11,958	\$11,958	\$0	\$0	\$0	\$0
(16) Gifts and donations	\$0	\$0	\$0	\$0		\$0
(17) Rentals of facilities	\$0	\$0	\$0	\$0	\$0	\$0
(18) Net school generated funds	\$767,427	\$767,427			\$0	
(19) Gains on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0
(20) Amortization of capital allocations	\$757,718	\$0	\$757,718	\$0		\$0
(21) <b>TOTAL REVENUES</b>	\$35,945,964	\$28,752,310	\$4,668,213	\$1,015,847	\$1,509,594	\$0
<b>EXPENSES</b>						
(22) Certificated salaries	\$18,490,565	\$18,255,565			\$235,000	\$0
(23) Certificated benefits	\$2,217,600	\$2,189,400			\$28,200	\$0
(24) Uncertificated salaries and wages	\$6,325,801	\$4,385,895	\$1,391,403	\$40,034	\$508,469	\$0
(25) Uncertificated benefits	\$1,379,729	\$968,221	\$308,318	\$4,380	\$98,810	\$0
(26) <b>SUB - TOTAL</b>	\$28,413,695	\$25,799,081	\$1,699,721	\$44,414	\$870,479	\$0
(27) Services, contracts & supplies	\$6,199,201	\$2,816,313	\$1,816,857	\$845,214	\$720,817	\$0
(28) Cost recoveries & charges to programs	\$0	\$0	\$0	\$0	\$0	\$0
(29) Net school generated funds	\$767,427	\$767,427				
<b>Capital and debt services</b>						
Amortization of capital assets						
(30) Supported	\$757,718	\$0	\$757,718	\$0	\$0	\$0
(31) Unsupported	\$138,309	\$103,819	\$14,592	\$0	\$19,898	\$0
(32) Total Amortization	\$896,027	\$103,819	\$772,310	\$0	\$19,898	\$0
Interest on capital debt						
(33) Supported	\$327,290	\$0	\$327,290	\$0	\$0	\$0
(34) Unsupported	\$0	\$0	\$0	\$0	\$0	\$0
(35) Other interest charges	\$0	\$0	\$0	\$0	\$0	\$0
(36) Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0
(37) <b>TOTAL EXPENSES</b>	\$36,603,640	\$29,486,640	\$4,616,178	\$889,628	\$1,611,194	\$0
(38) <b>SURPLUS (DEFICIT) BEFORE EXTRAORDINARY ITEM</b>	(\$657,676)	(\$734,330)	\$52,035	\$126,219	(\$101,600)	\$0

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

	TOTAL
<b>Base Funding</b>	
Early Childhood Services (ECS)	\$831,470
Base Instruction (Gr 1-12)	\$20,361,082
Outreach Programs	\$52,020
Home Education	\$0
<b>Differential Cost Funding *</b>	<b>\$5,528,327</b>
<b>Other Provincial Support</b>	
Institutional Programs	
Regional Consortium (6 boards) and Regional Educational Consulting Services (4 boards)	\$0
Learning Resources Credit	\$0
<b>Federal French Funding</b>	<b>\$95,480</b>
<b>Provincial Priority Targeted Funding</b>	
Class Size Initiative	\$742,193
Student Health Initiative (SHI)	\$221,205
Alberta Initiative for School Improvement (AISI)	\$502,723
High Speed Networking	\$67,520
Children and Youth with Complex Needs	\$0
<b>Other Alberta Education Revenues</b> (describe):	<b>\$483,420</b>
<b>Total Alberta Education Revenues</b>	<b>\$28,885,440</b>

\* 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	\$359,312	\$160,105	\$147,212		\$0	\$0	\$666,629
Mild & Moderate Disabilities/Gifted & Talented(ECS-12)	\$0	\$118,425	\$23,463		\$0		\$141,888
ECS Program Unit (PUF)	\$0	\$493,286	\$86,643		\$0		\$579,929
Severe Disabilities (Gr 1-12)	\$168,099	\$2,186,049	\$15,485		\$0		\$2,369,633
English as a Second Language	\$37,522	\$22,650	\$1,225		\$0		\$61,397
French Language Program & Francisation (all jurisdictions)	\$73,852	\$12,585	\$5,500		\$0		\$91,937
First Nations, Metis and Inuit Education(ECS - Gr 12)	\$67,528	\$282,128	\$34,010		\$0		\$383,666
Home Education	\$0	\$0	\$0		\$0		\$0
Institutional Programs	\$0	\$0	\$0		\$0		\$0
Alberta Initiative for School Improvement	\$338,994	\$68,045	\$95,684	\$0	\$0		\$502,723
Student Health Initiative	\$0	\$215,412	\$5,793		\$0		\$221,205
High Speed Networking			\$0		\$0		\$0
Class Size	\$742,193	\$0	\$0	\$0	\$0		\$742,193
Children and Youth with Complex Needs(ECS - Gr 12)	\$0	\$0	\$0		\$0		\$0
All Other Student Instruction Expenses(ECS - Gr 12)	\$18,657,465	\$1,795,431	\$2,401,298	\$0	\$0	\$886,065	\$23,725,440
<b>TOTAL EXPENSES</b>	<b>\$20,444,965</b>	<b>\$5,354,116</b>	<b>\$2,816,313</b>	<b>\$0</b>	<b>\$0</b>	<b>\$886,065</b>	<b>\$29,486,640</b>

  

FULL-TIME-EQUIVALENCIES(Board/Contract)	FTE Certificated	FTE Uncertificated
Mild & Moderate Disabilities/Gifted & Talented (ECS - Gr 12)	0.0	4.3
ECS Program Unit (PUF)	0.0	17.7
Severe Disabilities (Gr 1-12)	2.0	84.5

  

**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>\$36,603,640</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>4.91%</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>\$1,797,239</b>
<b>Considerations for Charter Schools and Small School Boards:</b>		
If <b>Charter School</b> , enter \$56,100	\$0	\$0
If <b>School Board</b> , please enter your 04-05 Gr 1- 12 funded enrolment	0	
	\$0	\$0
<b>MAXIMUM EXPENSE LIMIT</b>		<b>\$1,797,239</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		\$1,611,194
PLUS: transfers to Restricted - Operating (Board/System Administration)		\$0
LESS: transfers from Restricted - Operating (Board/System Administration)		-\$81,703
<b>TOTAL BOARD GOVERNANCE &amp; SYSTEM ADMINISTRATION EXPENSES</b>		<b>\$1,529,491</b>
<b>MAXIMUM EXPENSE LIMIT</b>		<b>\$1,797,239</b>
<b>ACTUAL EXPENSES - OVER(UNDER) MAXIMUM EXPENSE LIMIT</b>		<b>-\$267,748</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)			\$705,027
<b>Source of Net School Generated Funds:</b>			
	<b>Gross SGF</b>	<b>Related Expenses</b>	<b>Net SGF</b>
Fundraising activities	\$2,036,982	\$1,073,145	\$963,837
Student fees (Non-Instructional) (Note 2)	\$8,589		\$8,589
Donations and grants to schools	\$98,045		\$98,045
Other (describe):	\$0	\$0	\$0
<b>Net Additions to SGF</b>	\$2,143,616	\$1,073,145	\$1,070,471
<b>Net SGF Available for Discretionary Spending</b>			\$1,775,498
<b>Application of Net School Generated Funds:</b>			
Extra-curricular activities			\$482,138
School beautification			\$5,271
Field Trips			\$174,441
Equipment			\$21,407
Family literacy and other community resources			\$29,823
Other (describe): Donations			\$54,347
<b>Net SGF Expended for Discretionary Purposes</b> (Note 3)			\$767,427
<b>Unexpended SGF - Closing Balance August 31, 2005</b> (Note 4)			\$1,008,071
<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	\$1,200,809	\$92,771	\$0	\$0	\$97,823	\$1,391,403		\$1,391,403
Uncertificated benefits	\$264,416	\$21,073	\$0	\$0	\$22,829	\$308,318		\$308,318
<b>Sub-total Remuneration</b>	<b>\$1,465,225</b>	<b>\$113,844</b>	<b>\$0</b>	<b>\$0</b>	<b>\$120,652</b>	<b>\$1,699,721</b>		<b>\$1,699,721</b>
Contracted Services	\$0	\$18,788	\$0	\$50,192	\$18,754	\$87,734		\$87,734
Supplies	\$713,437	\$68,071	\$0	\$0	\$22,018	\$803,526		\$803,526
Electricity			\$463,795			\$463,795		\$463,795
Natural Gas/Heating Fuel			\$315,150			\$315,150		\$315,150
Sewer and Water			\$146,652			\$146,652		\$146,652
Telecommunications			\$0			\$0		\$0
Insurance					\$0	\$0		\$0
<b>Amortization of capital assets</b>								
Supported							\$757,718	\$757,718
Unsupported						\$14,592		\$14,592
<b>Total Amortization</b>						\$14,592	\$757,718	\$772,310
<b>Interest on capital debt</b>								
Supported							\$327,290	\$327,290
Unsupported				\$0		\$0		\$0
<b>Other interest charges</b>						\$0		\$0
<b>Losses on disposal of capital assets</b>						\$0		\$0
<b>Cost recoveries &amp; transfers</b>						\$0		\$0
<b>TOTAL EXPENSES</b>	<b>\$2,178,662</b>	<b>\$200,703</b>	<b>\$925,597</b>	<b>\$50,192</b>	<b>\$161,424</b>	<b>\$3,531,170</b>	<b>\$1,085,008</b>	<b>\$4,616,178</b>
<b>SQUARE METRES</b>								
School Buildings								55,288.0
Non School Buildings								1,163.0
<b>UNCERTIFICATED FTE'S (Board/Contract)</b>	<b>31.5</b>	<b>3.0</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 - 2004-200\*  
(SECTION 148.1 OF THE SCHOOL ACT)**

	FTEs	Remuneration	Benefits	Allowances	Performance Bonuses	ERIP's / Other	Total	Expenses
<b>Chairperson:</b>								
Name K Tratch	0.8	\$5,840	\$935	\$2,791			\$9,566	\$6,425
Name L Dolen-sweder	0.2	\$1,146	\$241	\$698			\$2,085	\$292
<b>Other Board Members:</b>								
Name K Tratch	0.2	\$1,107	\$234	\$553			\$1,894	\$0
Name F. Williams	0.2	\$1,107	\$146	\$553			\$1,806	\$849
Name D. Demers	0.2	\$1,107	\$307	\$553			\$1,967	\$0
Name N. King	0.8	\$4,425	\$97	\$2,213			\$6,735	\$5,566
Name K. Milder	0.8	\$4,425	\$1,614	\$2,213			\$8,252	\$6,066
Name B. Baptista	0.8	\$4,425	\$1,670	\$2,213			\$8,308	\$4,270
Name C. Spearman	1.0	\$5,531	\$156	\$2,766			\$8,453	\$1,496
Name M. Welsch	1.0	\$5,531	\$2,142	\$2,766			\$10,439	\$7,857
Name S. Sawicki	1.0	\$5,531	\$268	\$2,766			\$8,565	\$3,504
Name G Cormican	1.0	\$5,531	\$97	\$2,766			\$8,394	\$3,207
Name A. Bergen-Henengouwen	1.0	\$5,531	\$2,544	\$2,766			\$10,841	\$2,445
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>9.0</b>	<b>\$51,237</b>	<b>\$10,451</b>	<b>\$25,617</b>			<b>\$87,305</b>	<b>\$41,977</b>
Superintendent D. Keohane	1.0	\$125,000	\$9,902	\$3,000	\$0	\$0	\$137,902	\$21,975
Superintendent	0.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Secretary/Treasurer V. Pirie	1.0	\$101,020	\$15,344	\$2,000	\$0	\$0	\$118,364	\$7,653
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	253.7	\$18,365,565	\$2,207,698	\$35,450	\$0	\$0	\$20,608,713	
Uncertificated Salaries & Wages	194.3	\$6,173,544	\$1,353,934	\$3,600	\$0	\$0	\$7,531,078	
<b>TOTALS</b>		<b>\$24,816,366</b>	<b>\$3,597,329</b>	<b>\$69,667</b>	<b>\$0</b>	<b>\$0</b>	<b>\$28,483,362</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.