



# Greater St. Albert Catholic Schools

## Trustee Proulx Expense Summary

### 2018-2019 School Year



**FTE: 1.0**

Type	Description	Current Budget	Quarter 1 Expenses	Variance to Budget
<b>Remuneration</b>				
	Trustees Honorarium	\$13,826	\$3,456	10,370
	Per Diem (Trustee Budget)	\$3,150	\$1,200	1,950
<b>Remuneration Total</b>		<b>\$16,976</b>	<b>\$4,656</b>	<b>12,320</b>
<b>Benefits</b>				
	Life, AD&D, Ext Health, Dental, CPP, EI	\$6,912	\$1,454	5,458
<b>Benefits Total</b>		<b>\$6,912</b>	<b>\$1,454</b>	<b>5,458</b>
<b>Allowances</b>				
	General Expenses	\$0	\$0	0
	Position - N/A	\$0	\$0	0
<b>Allowances Total</b>		<b>\$0</b>	<b>\$0</b>	<b>0</b>
<b>Expenses</b>				
	Cell Phone Costs	\$0	\$0	0
	Dues, Fees, Memberships	\$2,817	\$823	1,994
	Meals And Hospitality	\$35	\$0	35
	Supplies/Other	\$0	\$0	0
	Travel to/from Board Meetings	\$1,500	\$161	1,339
	Travel (Trustee Budget)	\$1,750	\$1,016	734
	Budget Transfer Between Trustees	\$0	-	-
	Flexible Funds	\$1,865	-	-
<b>Expenses Total</b>		<b>\$7,967</b>	<b>\$2,000</b>	<b>5,967</b>

**Trustee Budget Totals** **\$31,855**    **\$8,110**    **\$23,745**

**Per Diems Charged to General Trustee Budget** **\$0**

**Travel Charged to General Trustee Budget** **\$0**



Trustee: **Proulx, Cathy** Total Reimbursement **\$83.20**

Dates Covered by Claim: From: **Sep 01, 18** To: **Sep 30, 18**

Spg: 05

Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Sep 10, 18	Organizational Meeting	Board Meeting	St. Albert	Trustee		80.0				
Sep 24, 18	Regular Board Meeting	Board Meeting	St. Albert	Trustee		80.0				
TOTALS					0	160.0	\$0.00	\$0.00	\$0.00	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$83.20

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	0	0	
Per Diem Claim Amount: \$30 each hr.	\$0.00	\$0.00	\$0.00
Non-Taxable Mileage in KM	n/a	0.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Taxable Mileage in KM	n/a	160.0	
Taxable Mileage at \$0.52 / KM	n/a	\$83.20	\$83.20
Parking	n/a	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$0.00	\$83.20	\$83.20

I certify that this claim is correct

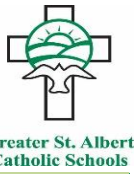
"submitted electronically via Trustee email"

Trustee Signature

Finance Dept Only		AP Processing	Vendor ID#: EM11000	Amount w/gst	GST in amt
TR- 01188		General Acct:		\$0.00	\$0.00
Payroll Processing		Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08 0 hrs. x \$30/hr.	Non-Taxable Mileage	1-462-07-01-05-000-08	\$0.00	\$0.00
Per Diem: T	1-463-07-01-05-000-08 0 hrs. x \$30/hr.	Taxable Mileage	1-462-07-01-05-003-08	\$83.20	\$3.96
PAYROLL Total		Parking	1-462-07-01-05-000-08	\$0.00	\$0.00
		Other		\$0.00	\$0.00
		Other			
		AP Total		\$83.20	\$3.96

Trustee Account ONLY - Authorization Not Required  
Board Chair/Vice-Chair Authorization for  
General Account Expenses

*[Signature]* - authorized for payment & posting  
Secretary Treasurer's Signature



Trustee: **Proulx, Cathy** Total Reimbursement: **\$256.40**

Dates Covered by Claim: From: **Oct 01, 18** To: **Oct 29, 18**

Spg: 05

Date	Event Description	Category	Location	Account to Charge:					GST included in Other	Details of Other
				General or Trustee	No. of Hours	Mileage (in km)	Parking	Other		
Oct 03, 18	Long Service Awards	Long Service Awards	St.Albert	Trustee		80.0				
Oct 04, 18	Legal School Parent Council	School Council	Legal	Trustee	3					
Oct 15, 18	Committee of the Whole Meeting	Board Meeting	St.Albert	Trustee		80.0				
Oct 23, 18	Sister Alphonse Open House	School Events	St.Albert	Trustee		80.0				
Oct 29, 18	Regular Board Meeting	Board Meeting	St.Albert	Trustee		80.0				
<b>TOTALS</b>					<b>3</b>	<b>320.0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$83.20

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	0	3	
Per Diem Claim Amount: \$30 each hr.	\$0.00	\$90.00	<b>\$90.00</b>
Non-Taxable Mileage in KM	n/a	160.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$83.20	<b>\$83.20</b>
Taxable Mileage in KM	n/a	160.0	
Taxable Mileage at \$0.52 / KM	n/a	\$83.20	<b>\$83.20</b>
Parking	n/a	\$0.00	<b>\$0.00</b>
Other	\$0.00	\$0.00	<b>\$0.00</b>
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$256.40</b>	<b>\$256.40</b>

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

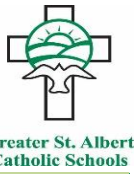
Finance Dept Only		AP Processing		Vendor ID#: EM11000	
TR- 01193		General Acct:	Amount w/gst	GST in amt	
		Other	\$0.00	\$0.00	
		Other			
Payroll Processing		Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08 0 hrs. x \$30/hr. \$0.00	Non-Taxable Mileage	1-462-07-01-05-000-08 \$83.20	\$3.96	
Per Diem: T	1-463-07-01-05-000-08 3 hrs. x \$30/hr. \$90.00	Taxable Mileage	1-462-07-01-05-003-08 \$83.20	\$3.96	
		Parking	1-462-07-01-05-000-08 \$0.00	\$0.00	
		Other	\$0.00	\$0.00	
<b>PAYROLL Total</b>	<b>\$90.00</b>	Other			
		<b>AP Total</b>	<b>\$166.40</b>	<b>\$7.92</b>	

Trustee Account ONLY - Authorization Not Required

Board Chair/Vice-Chair Authorization for General Account Expenses

*DLG* - authorized for payment & posting

Secretary Treasurer's Signature



Trustee: **Proulx, Cathy** Total Reimbursement: **\$1,418.40**

Dates Covered by Claim: From: **Nov 01, 18**

To: **Nov 30, 18**

Spg: 05

Date	Event Description	Category	Location	Account to Charge:						GST included in Other	Details of Other
				General or Trustee	No. of Hours	Mileage (in km)	Parking	Other			
Nov 01, 18	Legal School Council Meeting	School Council	Legal	Trustee	3						
Nov 05, 18	Special Meeting - Expulsion Hearing	Board Meeting	St. Albert	General	3	80.0					
Nov 06, 18	MCHS Awards	School Events	Morinville	Trustee		40.0					
Nov 16, 18	ACSTA Convention	Conventions	Edmonton	Trustee	5	55.0					
Nov 17, 18	ACSTA Convention	Conventions	Edmonton	Trustee	4	55.0					
Nov 18, 18	ASBA Convention	Conventions	Edmonton	Trustee	8	55.0					
Nov 19, 18	ASBA Convention	Conventions	Edmonton	Trustee	9						
Nov 20, 18	ASBA Convention	Conventions	Edmonton	Trustee	8	55.0					
Nov 26, 18	Regular Board Meeting	Board Meeting	St. Albert	Trustee		80.0					
<b>TOTALS</b>					<b>Number of Events: 9</b>						
						<b>40</b>	<b>420.0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$83.20

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	3	37	
Per Diem Claim Amount: \$30 each hr.	\$90.00	\$1,110.00	<b>\$1,200.00</b>
Non-Taxable Mileage in KM	n/a	260.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$135.20	<b>\$135.20</b>
Taxable Mileage in KM	n/a	160.0	
Taxable Mileage at \$0.52 / KM	n/a	\$83.20	<b>\$83.20</b>
Parking	n/a	\$0.00	<b>\$0.00</b>
Other	\$0.00	\$0.00	<b>\$0.00</b>
<b>Total Expenses</b>	<b>\$90.00</b>	<b>\$1,328.40</b>	<b>\$1,418.40</b>

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

"reviewed by Chair & authorized by email"

Board Chair/Vice-Chair Authorization for General Account Expenses

*[Signature]* - authorized for payment & posting

Secretary Treasurer's Signature

Finance Dept Only		AP Processing		Vendor ID#: EM11000	
TR- 01199		General Acct:	Amount w/gst	GST in amt	
		Other	\$0.00	\$0.00	
		Other			
Payroll Processing		Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	3 hrs. x \$30/hr.	\$90.00	Non-Taxable Mileage	1-462-07-01-05-000-08 \$135.20 \$6.44
Per Diem: T	1-463-07-01-05-000-08	37 hrs. x \$30/hr.	\$1,110.00	Taxable Mileage	1-462-07-01-05-003-08 \$83.20 \$3.96
				Parking	1-462-07-01-05-000-08 \$0.00 \$0.00
				Other	\$0.00 \$0.00
<b>PAYROLL Total</b>		<b>\$1,200.00</b>		Other	
				<b>AP Total</b>	<b>\$218.40 \$10.40</b>

Quarter	Trustee	Category	Month	Description	Amount
Q1	Trustee Proulx	Dues,Fees, Memberships	Nov 18	ALBERTA SCHOOL BOARDS	\$787.40
Q1	Trustee Proulx	Dues,Fees, Memberships	Nov 18	AB CATHOLIC SCHOOL TRUSTEES	\$36.00
<b>Total Dues, Fees, Memberships</b>					<b>\$823.40</b>
Q1	Trustee Proulx	Travel to/from Board Meetings	Oct 18	PROULX, CATHY	\$80.51
Q1	Trustee Proulx	Travel to/from Board Meetings	Nov 18	PROULX, CATHY	\$80.51
<b>Total Travel to/from Board Meetings</b>					<b>\$161.02</b>
Q1	Trustee Proulx	Travel (Trustee Budget)	Oct 18	CP ECHO PROMOTIONS INC.	\$85.03
Q1	Trustee Proulx	Travel (Trustee Budget)	Oct 18	CP PAYPAL *ALBERTACATH	\$448.97
Q1	Trustee Proulx	Travel (Trustee Budget)	Nov 18	PROULX, CATHY	\$80.51
Q1	Trustee Proulx	Travel (Trustee Budget)	Nov 18	PROULX, CATHY	\$211.33
Q1	Trustee Proulx	Travel (Trustee Budget)	Nov 18	PG WESTIN (WESTIN: NOVEMBER 2018 ASBA/AC	\$190.11
<b>Total Travel (Trustee Budget)</b>					<b>\$1,015.95</b>