



Greater St. Albert Catholic Schools Trustee Radford Expense Summary 2018-2019 School Year



FTE: 1.0

Type	Description	Current Budget	Quarter 1 Expenses	Variance to Budget
Remuneration				
	Trustees Honorarium	\$13,826	\$3,456	10,370
	Per Diem (Trustee Budget)	\$3,150	\$1,560	1,590
Remuneration Total		\$16,976	\$5,016	11,960
Benefits				
	Life, AD&D, Ext Health, Dental, CPP, EI	\$6,912	\$1,271	5,641
Benefits Total		\$6,912	\$1,271	5,641
Allowances				
	General Expenses	\$0	\$0	0
	Position - N/A	\$0	\$0	0
Allowances Total		\$0	\$0	0
Expenses				
	Cell Phone Costs	\$0	\$0	0
	Dues, Fees, Memberships	\$2,895	\$849	2,046
	Meals And Hospitality	\$25	\$24	1
	Supplies/Other	\$0	\$0	0
	Travel to/from Board Meetings	\$500	\$148	352
	Travel (Trustee Budget)	\$1,840	\$1,837	3
	Budget Transfer Between Trustees	\$0	-	-
	Flexible Funds	\$1,785	-	-
Expenses Total		\$7,045	\$2,858	4,187

Trustee Budget Totals **\$30,933** **\$9,145** **\$21,788**

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

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



Trustee: **Radford, Noreen** Total Reimbursement: **\$753.76**

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

Spg: 06

Date	Event Description	Category	Location	Account to Charge: General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Sep 06, 18	Morinville Chamber	Chamber of Commerce	Morinville	General	2					
Sep 06, 18	SAA Site Enhancement Mtg	Committee Meeting	St Albert	General	2	42.0				
Sep 06, 18	Meeting with MLA Van Dijken	Other	Edmonton	Trustee	4					
Sep 10, 18	Committee of the Whole	Board Meeting	St Albert	Trustee		42.0				
Sep 12, 18	Faith Celebration	School Events	Morinville	Trustee						Volunteer
Sep 12, 18	Notre Dame School Council	School Council	Morinville	Trustee	2					
Sep 13, 18	Faith Celebration	School Events	Morinville	Trustee						
Sep 18, 18	Coach on the go	Other	Morinville	Trustee						
Sep 18, 18	MCHS School Council	School Council	Morinville	Trustee	3					
Sep 19, 18	State of the City Address	Government Meeting	St Albert	Trustee		42.0				Volunteer
Sep 20, 18	TEBA	Negotiations	Edmonton	General	8	70.0				
Sep 24, 18	Regular Board Meeting	Board Meeting	St Albert	Trustee		42.0				
TOTALS	Number of Events: 12				21	238.0	\$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 \$43.68

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	12	9	
Per Diem Claim Amount: \$30 each hr.	\$360.00	\$270.00	\$630.00
Non-Taxable Mileage in KM	n/a	154.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$80.08	\$80.08
Taxable Mileage in KM	n/a	84.0	
Taxable Mileage at \$0.52 / KM	n/a	\$43.68	\$43.68
Parking	n/a	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$360.00	\$393.76	\$753.76

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

DLD - authorized for payment & posting

Secretary Treasurer's Signature

Finance Dept Only		AP Processing	Vendor ID#:	EM11808
TR- 01195		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 12 hrs. x \$30/hr. \$360.00	Non-Taxable Mileage	1-462-07-01-06-000-08 \$80.08	\$3.81
		Taxable Mileage	1-462-07-01-06-003-08 \$43.68	\$2.08
Per Diem: T	1-463-07-01-06-000-08 9 hrs. x \$30/hr. \$270.00	Parking	1-462-07-01-06-000-08 \$0.00	\$0.00
		Other	\$0.00	\$0.00
PAYROLL Total	\$630.00	Other		
		AP Total	\$123.76	\$5.89



Trustee: **Radford, Noreen** **Total Reimbursement \$559.20**

Dates Covered by Claim: From: **Oct 01, 18** To: **Oct 31, 18**

Spg: 06

				Account to Charge:						
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Oct 03, 18	Chamber - Morinville	Chamber of Commerce	Morinville	General	2					
Oct 03, 18	Long Service Awards	Long Service Awards	St Albert	Trustee		42.0				
Oct 04, 18	Meeting with Councillor Balanko	Other	Morinville	Trustee	3					
Oct 05, 18	MCHS Thanksgiving Celebration	School Events	Morinville	Trustee	2					
Oct 11, 18	Policy Advisor Committee	Committee Meeting	St Albert	General	3	42.0				
Oct 12, 18	Funeral for former Mayor	Other		Trustee						Volunteer
Oct 15, 18	Committee of the Whole	Board Meeting	St Albert	Trustee		42.0				
Oct 23, 18	Sister Alphonse School Opening	School Events	St Albert	General		42.0				
Oct 23, 18	MCHS council	School Council	Morinville	Trustee	3					
Oct 29, 18	Board meeting/Superintendent contract	Board Meeting	St Albert	Trustee		42.0				
Oct 30, 18	Notre Dame Pumpkin viewing	School Events	Morinville	Trustee	1					
Oct 30, 18	Town of Morinville Budget Meeting	Municipal Councils	Morinville	Trustee	1					
TOTALS					15	210.0	\$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 \$43.68

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	5	10	
Per Diem Claim Amount: \$30 each hr.	\$150.00	\$300.00	\$450.00
Non-Taxable Mileage in KM	n/a	126.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$65.52	\$65.52
Taxable Mileage in KM	n/a	84.0	
Taxable Mileage at \$0.52 / KM	n/a	\$43.68	\$43.68
Parking	n/a	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$150.00	\$409.20	\$559.20

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

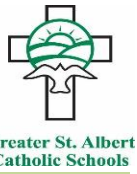
"reviewed by Chair & authorized by email"

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#: EM11808	
TR- 01196				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	5 hrs. x \$30/hr.	\$150.00	Non-Taxable Mileage	1-462-07-01-06-000-08	\$65.52	\$3.12		
Per Diem: T	1-463-07-01-06-000-08	10 hrs. x \$30/hr.	\$300.00	Taxable Mileage	1-462-07-01-06-003-08	\$43.68	\$2.08		
				Parking	1-462-07-01-06-000-08	\$0.00	\$0.00		
				Other		\$0.00	\$0.00		
PAYROLL Total				Other					
				AP Total		\$109.20		\$5.20	



Trustee: **Radford, Noreen** Total Reimbursement: **\$2,192.14**

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

To: **Nov 30, 18**

Spg: 06

Date	Event Description	Category	Location	Account to Charge:							
				General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other	
Nov 05, 18	Expulsion Hearing	Board Meeting	St. Albert	Trustee		42.0					
Nov 05, 18	Committee of the Whole	Board Meeting	St. Albert	Trustee							
Nov 06, 18	MCHS awards	School Events	Morinville	Trustee	1						
Nov 08, 18	Remembrance Day - MCHS	School Events	Morinville	Trustee	2						
Nov 08, 18	Morinville Chamber Gala	Chamber of Commerce	Morinville	Trustee				\$67.50	\$0.00	Cost of One Ticket	
Nov 11, 18	Morinville Remembrance Day Celebration	Other	Morinville	General	2						
Nov 16, 18	ACSTA	Conventions	Edmonton	Trustee	3	82.0		\$966.48	\$44.64	Accommodation - Westin Hotel	
Nov 17, 18	ACSTA	Conventions	Edmonton	Trustee	8						
Nov 18, 18	ACSTA	Conventions	Edmonton	Trustee	3						
Nov 18, 18	ASBA Fall General Meeting	ASBA Provincial	Edmonton	Trustee	3						
Nov 19, 18	ASBA Fall General Meeting	ASBA Provincial	Edmonton	Trustee	8						
Nov 20, 18	ASBA Fall General Meeting	ASBA Provincial	Edmonton	Trustee	3						
Nov 20, 18	MCHS school council	School Council	Morinville	Trustee	2						
Nov 22, 18	Auditor Meeting to Review Financial Statements	Board Meeting	St. Albert	Trustee		42.0					
Nov 26, 18	Regular Board Meeting	Board Meeting	St. Albert	Trustee		42.0					
TOTALS	Number of Events: 15				35	208.0	\$0.00	\$1,033.98	\$44.64		

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 \$65.52

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	2	33	
Per Diem Claim Amount: \$30 each hr.	\$60.00	\$990.00	\$1,050.00
Non-Taxable Mileage in KM	n/a	82.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$42.64	\$42.64
Taxable Mileage in KM	n/a	126.0	
Taxable Mileage at \$0.52 / KM	n/a	\$65.52	\$65.52
Parking	n/a	\$0.00	\$0.00
Other	\$0.00	\$1,033.98	\$1,033.98
Total Expenses	\$60.00	\$2,132.14	\$2,192.14

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

DLI - authorized for payment & posting

Secretary Treasurer's Signature

Finance Dept Only		AP Processing		Vendor ID#: EM11808	
TR- 01200		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	2 hrs. x \$30/hr.	\$60.00	Non-Taxable Mileage	1-462-07-01-06-000-08 \$42.64 \$2.03
Per Diem: T	1-463-07-01-06-000-08	33 hrs. x \$30/hr.	\$990.00	Taxable Mileage	1-462-07-01-06-003-08 \$65.52 \$3.12
				Parking	1-462-07-01-06-000-08 \$0.00 \$0.00
				Other	1-462-07-01-06-000-08 \$966.48 \$44.64
PAYROLL Total			\$1,050.00	Other	1-552-07-01-06-000-08 \$67.50 \$0.00
				AP Total	\$1,142.14 \$49.79

Quarter	Trustee	Category	Month	Description	Amount
Q1	Trustee Radford	Dues,Fees, Memberships	Nov 18	RADFORD, NOREEN	\$67.50
Q1	Trustee Radford	Dues,Fees, Memberships	Nov 18	ALBERTA SCHOOL BOARDS	\$747.40
Q1	Trustee Radford	Dues,Fees, Memberships	Nov 18	AB CATHOLIC SCHOOL TRUSTEES	\$34.00
Total Dues, Fees, Memberships					\$848.90
Q1	Trustee Radford	Meals And Hospitality	Nov 18	PG MORINVILLE AND: CHAMBER LUNCH (RADFOR	\$24.19
Total Meals and Hospitality					\$24.19
Q1	Trustee Radford	Travel to/from Board Meetings	Nov 18	RADFORD, NOREEN	\$42.27
Q1	Trustee Radford	Travel to/from Board Meetings	Nov 18	RADFORD, NOREEN	\$42.27
Q1	Trustee Radford	Travel to/from Board Meetings	Nov 18	RADFORD, NOREEN	\$63.40
Total Travel to/from Board Meetings					\$147.94
Q1	Trustee Radford	Travel (Trustee Budget)	Oct 18	NR PAYPAL *ALBERTACATH	\$528.32
Q1	Trustee Radford	Travel (Trustee Budget)	Nov 18	RADFORD, NOREEN	\$77.49
Q1	Trustee Radford	Travel (Trustee Budget)	Nov 18	RADFORD, NOREEN	\$63.40
Q1	Trustee Radford	Travel (Trustee Budget)	Nov 18	RADFORD, NOREEN	\$977.38
Q1	Trustee Radford	Travel (Trustee Budget)	Nov 18	PG WESTIN (WESTIN: NOVEMBER 2018 ASBA/AC	\$190.11
Total Travel (Trustee Budget)					\$1,836.70