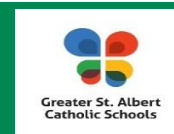




Greater St. Albert Catholic Schools

Trustee Proulx Expense Summary

2018-2019 School Year



FTE: 1.0

Type	Description	Current Budget	Quarter 1 Expenses	Quarter 2 Expenses	Year To Date Expenses	Variance to Budget
Remuneration						
	Trustees Honorarium	\$13,826	\$3,456	\$3,456	\$6,912	6,914
	Per Diem (Trustee Budget)	\$3,150	\$1,200	\$90	\$1,290	1,860
Remuneration Total		\$16,976	\$4,656	\$3,546	\$8,202	8,774
Benefits						
	Life, AD&D, Ext Health, Dental, CPP, EI	\$6,912	\$1,454	\$1,359	\$2,813	4,099
Benefits Total		\$6,912	\$1,454	\$1,359	\$2,813	4,099
Allowances						
	General Expenses	\$0	\$0	\$0	\$0	0
	Position - N/A	\$0	\$0	\$0	\$0	0
Allowances Total		\$0	\$0	\$0	\$0	0
Expenses						
	Cell Phone Costs	\$0	\$0	\$0	\$0	0
	Dues, Fees, Memberships	\$2,817	\$823	\$449	\$1,272	1,545
	Meals And Hospitality	\$35	\$0	\$34	\$34	1
	Supplies/Other	\$0	\$0	\$9	\$9	(9)
	Travel to/from Board Meetings	\$1,500	\$161	\$121	\$282	1,218
	Travel (Trustee Budget)	\$1,750	\$1,016	\$295	\$1,311	439
	Budget Transfer Between Trustees	\$0	-	-	-	-
	Flexible Funds	\$1,865	-	-	-	-
Expenses Total		\$7,967	\$2,000	\$908	\$2,908	5,059
Trustee Budget Totals		\$31,855	\$8,110	\$5,813	\$13,923	\$17,932
Per Diems Charged to General Trustee Budget			\$90	\$690	\$780	



Trustee: **Proulx, Cathy** **Total Reimbursement \$353.20**

Dates Covered by Claim: From: **Dec 01, 18** To: **Dec 15, 18**

Spg: 05

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
Dec 05, 18	Trustee School SRR Visits	School Events	St. Albert	General	8	80.0				
Dec 11, 18	Meeting with Francophone Board	Committee Meeting	St. Albert	General	1	80.0				
TOTALS					9	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 \$0.00

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	9	0	
Per Diem Claim Amount: \$30 each hr.	\$270.00	\$0.00	\$270.00
Non-Taxable Mileage in KM	n/a	160.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$83.20	\$83.20
Taxable Mileage in KM	n/a	0.0	
Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Parking	n/a	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$270.00	\$83.20	\$353.20

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

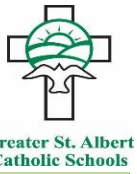
"reviewed by Chair & authorized by email"

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#: EM11000	
TR- 01202				General Acct:		Amount w/gst		GST in amt	
				Other		\$0.00		\$0.00	
				Other					
Payroll Processing				Trustee Acct:					
11000				Non-Taxable Mileage		1-462-07-01-05-000-08		\$83.20 \$3.96	
Per Diem: G 1-463-07-01-00-000-08 9 hrs. x \$30/hr. \$270.00				Taxable Mileage		1-462-07-01-05-003-08		\$0.00 \$0.00	
Per Diem: T 1-463-07-01-05-000-08 0 hrs. x \$30/hr. \$0.00				Parking		1-462-07-01-05-000-08		\$0.00 \$0.00	
				Other				\$0.00 \$0.00	
PAYROLL Total \$270.00				Other					
				AP Total				\$83.20 \$3.96	



Trustee: **Proulx, Cathy** Total Reimbursement: **\$729.60**

Dates Covered by Claim: From: **Dec 17, 18**

To: **Jan 30, 19**

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		
Dec 17, 18	Awards committee Meeting	Committee Meeting	St.Albert	General	1					
Dec 17, 18	Regular Trustees Board Meeting	Board Meeting	St.Albert	General		80.0				
Jan 10, 19	School Council meeting	School Council	Legal	Trustee	3					
Jan 14, 19	Committee of the Whole Meeting	Board Meeting	St.Albert	General		80.0				
Jan 17, 19	Board Planning Session Meeting	Committee Meeting	St.Albert	General	3	80.0				
Jan 22, 19	MLA Horne Meeting	Government Meeting	St.Albert	General	3	80.0				
Jan 28, 19	Capital Committee Meeting	Committee Meeting	St.Albert	General	3				Meeting Prior to Reg Board Meeting	
Jan 28, 19	Regular Trustees Board Meeting	Board Meeting	St.Albert	General		80.0				
Jan 29, 19	Town of Morinville Council Meting	Government Meeting	St.Albert	General	3	80.0				
TOTALS					Number of Events: 9					
						16	480.0	\$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 \$124.80

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	13	3	
Per Diem Claim Amount: \$30 each hr.	\$390.00	\$90.00	\$480.00
Non-Taxable Mileage in KM	n/a	240.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$124.80	\$124.80
Taxable Mileage in KM	n/a	240.0	
Taxable Mileage at \$0.52 / KM	n/a	\$124.80	\$124.80
Parking	n/a	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$390.00	\$339.60	\$729.60

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

DLG - authorized for payment & posting

Secretary Treasurer's Signature

Finance Dept Only		AP Processing		Vendor ID#: EM11000	
TR- 01210		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	13 hrs. x \$30/hr.	\$390.00	Non-Taxable Mileage	1-462-07-01-05-000-08 \$124.80 \$5.94
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 \$124.80 \$5.94
				Parking	1-462-07-01-05-000-08 \$0.00 \$0.00
				Other	\$0.00 \$0.00
PAYROLL Total		\$480.00		Other	
				AP Total	\$249.60 \$11.88

Quarter	Trustee	Category	Month	Description	Amount
Q2	Trustee Proulx	Dues,Fees, Memberships	Jan 19	RECLASS: ACSTA CONFERENCE TO PD ACCOUNT	\$448.97
				Total Dues, Fees, Memberships	\$448.97
Q2	Trustee Proulx	Meals And Hospitality	Dec 18	CP WESTIN EDMONTON DINING	\$19.35
Q2	Trustee Proulx	Meals And Hospitality	Dec 18	CP SMASH BURGER 1368	\$14.42
				Total Meals and Hospitality	\$33.77
Q2	Trustee Proulx	Supplies/Other	Feb 19	JC BRAND ALLIANCE	\$9.44
				Total Supplies/Other	\$9.44
Q2	Trustee Proulx	Travel to/from Board Meetings	Feb 19	PROULX, CATHY	\$120.76
				Total Travel to/from Board Meetings	\$120.76
Q2	Trustee Proulx	Travel (Trustee Budget)	Dec 18	PROULX, CATHY	\$80.51
Q2	Trustee Proulx	Travel (Trustee Budget)	Dec 18	PG WESTIN (WESTIN: ROOM DEPOSIT--RESERVA	\$218.93
Q2	Trustee Proulx	Travel (Trustee Budget)	Dec 18	CP WESTIN (WESTIN HOTELS)	\$66.12
Q2	Trustee Proulx	Travel (Trustee Budget)	Dec 18	CP WESTIN (WESTIN HOTELS)	\$257.16
Q2	Trustee Proulx	Travel (Trustee Budget)	Jan 19	RECLASS: ACSTA CONFERENCE TO PD ACCOUNT	(\$448.97)
Q2	Trustee Proulx	Travel (Trustee Budget)	Feb 19	PROULX, CATHY	\$120.76
				Total Travel (Trustee Budget)	\$294.51