

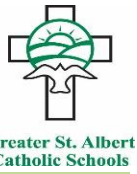


# Greater St. Albert Catholic Schools Trustee Radford Expense Summary 2018-2019 School Year



**FTE: 1.0**

| Type   | Description                             | Current Budget  | Quarter 1 Expenses | Quarter 2 Expenses | Year To Date Expenses | Variance to Budget |
|--|---|-----------------|--------------------|--------------------|-----------------------|--------------------|
| <b>Remuneration</b>                                |   |                 |                    |                    |                       |                    |
|  | Trustees Honorarium                     | \$13,826        | \$3,456            | \$3,456            | \$6,912               | 6,914              |
|  | Per Diem (Trustee Budget)               | \$3,150         | \$1,560            | \$30               | \$1,590               | 1,560              |
| <b>Remuneration Total</b>                          |   | <b>\$16,976</b> | <b>\$5,016</b>     | <b>\$3,486</b>     | <b>\$8,502</b>        | <b>8,474</b>       |
| <b>Benefits</b>                                    |   |                 |                    |                    |                       |                    |
|  | Life, AD&D, Ext Health, Dental, CPP, EI | \$6,912         | \$1,271            | \$1,178            | \$2,449               | 4,463              |
| <b>Benefits Total</b>                              |   | <b>\$6,912</b>  | <b>\$1,271</b>     | <b>\$1,178</b>     | <b>\$2,449</b>        | <b>4,463</b>       |
| <b>Allowances</b>                                  |   |                 |                    |                    |                       |                    |
|  | General Expenses                        | \$0             | \$0                | \$0                | \$0                   | 0                  |
|  | Position - N/A                          | \$0             | \$0                | \$0                | \$0                   | 0                  |
| <b>Allowances Total</b>                            |   | <b>\$0</b>      | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>            | <b>0</b>           |
| <b>Expenses</b>                                    |   |                 |                    |                    |                       |                    |
|  | Cell Phone Costs                        | \$0             | \$0                | \$0                | \$0                   | 0                  |
|  | Dues, Fees, Memberships                 | \$2,895         | \$849              | \$1,188            | \$2,037               | 858                |
|  | Meals And Hospitality                   | \$25            | \$24               | \$76               | \$100                 | (75)               |
|  | Supplies/Other                          | \$0             | \$0                | \$9                | \$9                   | (9)                |
|  | Travel to/from Board Meetings           | \$500           | \$148              | \$21               | \$169                 | 331                |
|  | Travel (Trustee Budget)                 | \$1,840         | \$1,837            | (\$54)             | \$1,783               | 57                 |
|  | Budget Transfer Between Trustees        | \$0             | -                  | -                  | -                     | -                  |
|  | Flexible Funds                          | \$1,785         | -                  | -                  | -                     | -                  |
| <b>Expenses Total</b>                              |   | <b>\$7,045</b>  | <b>\$2,858</b>     | <b>\$1,240</b>     | <b>\$4,098</b>        | <b>2,947</b>       |
| <b>Trustee Budget Totals</b>                       |   | <b>\$30,933</b> | <b>\$9,145</b>     | <b>\$5,904</b>     | <b>\$15,049</b>       | <b>\$15,884</b>    |
| <b>Per Diems Charged to General Trustee Budget</b> |   |                 | <b>\$570</b>       | <b>\$720</b>       | <b>\$1,290</b>        |                    |



Trustee: **Radford, Noreen** Total Reimbursement: **\$1,319.28**

Dates Covered by Claim: From: **Dec 03, 18**

To: **Jan 28, 19**

Spg: 06

| 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 03, 18    | Notre Dame Advent Celebration    | School Events      | Morinville       | Trustee            |              |                 |               |                 |                | Volunteer             |                  |
| Dec 05, 18    | SACHS, Fowler, Legal SRR         | School Events      | St Albert, Legal | General            | 8            | 84.0            |               | \$9.86          | \$0.47         | meals                 |                  |
| Dec 07, 18    | MCHS drama                       | School Events      | Morinville       | Trustee            |              |                 |               |                 |                | Volunteer             |                  |
| Dec 10, 18    | Vital Grandin, Father Jan SRR    | School Events      | St Albert,       | General            | 4            | 42.0            |               |                 |                |                       |                  |
| Dec 11, 18    | TEBA                             | Negotiations       | Edmonton         | General            | 8            | 80.0            |               |                 |                |                       |                  |
| Dec 11, 18    | Francophone board meeting        | Other              | St. Albert       | General            | 2            |                 |               |                 |                | In camera             |                  |
| Dec 17, 18    | TEBA                             | Negotiations       | St. Albert       | Trustee            |              | 42.0            |               |                 |                |                       |                  |
| Dec 18, 18    | Christmas Basket delivery/ Belra | Other              | Morinville       | Trustee            | 1            |                 |               |                 |                |                       |                  |
| Dec 18, 18    | Band concert MCHS/GHP            | School Events      | Morinville       | Trustee            |              |                 |               |                 |                | Volunteer             |                  |
| Dec 19, 18    | Christmas Basket delivery/ Belra | Other              | Morinville       | Trustee            |              |                 |               |                 |                | Volunteer             |                  |
| Dec 21, 18    | Legal Christmas meal             | School Events      | Legal            | Trustee            |              | 40.0            |               |                 |                |                       |                  |
| Jan 20, 19    | ASBA Leadership conference       | Workshops          | Leduc            | Trustee            |              | 140.0           |               | \$47.82         | \$1.90         | meals                 |                  |
| Jan 21, 19    | ASBA Leadership conference       | Workshops          | Leduc            | Trustee            |              |                 |               | \$267.20        | \$12.26        | hotel                 |                  |
| Jan 22, 19    | ASBA Leadership conference       | Workshops          | Leduc            | Trustee            |              |                 |               |                 |                |                       |                  |
| Jan 22, 19    | MLA Horne meeting                | Government Meeting | St. Albert       | General            | 2            |                 |               |                 |                |                       |                  |
| Jan 28, 19    | Regular Board Meeting            | Board Meeting      | St. Albert       | Trustee            |              | 42.0            |               |                 |                |                       |                  |
| <b>TOTALS</b> | <b>Number of Events: 16</b>      |                    |                  |                    | <b>25</b>    | <b>470.0</b>    | <b>\$0.00</b> | <b>\$324.88</b> | <b>\$14.63</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 \$21.84

Comments / Explanation:

| Trustee Expense Calculation          | General Account | Trustee Account | Total Reimbursement to Trustee |
|--------------------------------------|-----------------|-----------------|--------------------------------|
| Number of Hours charged              | 24              | 1               |                                |
| Per Diem Claim Amount: \$30 each hr. | \$720.00        | \$30.00         | <b>\$750.00</b>                |
| Non-Taxable Mileage in KM            | n/a             | 428.0           |                                |
| Non-Taxable Mileage at \$0.52 / KM   | n/a             | \$222.56        | <b>\$222.56</b>                |
| Taxable Mileage in KM                | n/a             | 42.0            |                                |
| Taxable Mileage at \$0.52 / KM       | n/a             | \$21.84         | <b>\$21.84</b>                 |
| Parking                              | n/a             | \$0.00          | <b>\$0.00</b>                  |
| Other                                | \$9.86          | \$315.02        | <b>\$324.88</b>                |
| <b>Total Expenses</b>                | <b>\$729.86</b> | <b>\$589.42</b> | <b>\$1,319.28</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

*DLI* - authorized for payment & posting

Secretary Treasurer's Signature

| Finance Dept Only    |                       | AP Processing      |              | Vendor ID#: EM11808 |  |
|----------------------|-----------------------|--------------------|--------------|---------------------|--|
| TR- 01209            |                       | 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 | 24 hrs. x \$30/hr. | \$720.00     | Non-Taxable Mileage | 1-462-07-01-06-000-08 \$222.56 \$10.60 |
| Per Diem: T          | 1-463-07-01-06-000-08 | 1 hrs. x \$30/hr.  | \$30.00      | Taxable Mileage     | 1-462-07-01-06-003-08 \$21.84 \$1.04   |
|                      |                       |                    |              | Parking             | 1-462-07-01-06-000-08 \$0.00 \$0.00    |
|                      |                       |                    |              | Other               | 1-462-07-01-06-000-08 \$267.20 \$12.26 |
| <b>PAYROLL Total</b> |                       | <b>\$750.00</b>    |              | Other               | 1-461-07-01-06-000-08 \$57.68 \$2.37   |
|                      |                       |                    |              | <b>AP Total</b>     | <b>\$569.28 \$26.27</b>                |



Trustee: **Radford, Noreen** Total Reimbursement: **\$692.88**

Dates Covered by Claim: From: **Jan 29, 19** To: **Feb 26, 19**

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 |
| Jan 29, 19         | Town of Morinville             | Municipal Councils  | St Albert  | General            | 3            | 42.0            |               |               |                       |                  |
| Jan 30, 19         | SAA Legacy Project             | Committee Meeting   | St Albert  | General            | 3            | 42.0            |               |               |                       |                  |
| Feb 06, 19         | Chamber meeting                | Chamber of Commerce | Morinville | General            | 2            |                 |               |               |                       |                  |
| Feb 11, 19         | Committee of the Whole         | Board Meeting       | St Albert  | Trustee            |              | 42.0            |               |               |                       |                  |
| Feb 12, 19         | Town of Legal                  | Municipal Councils  | St Albert  | General            | 3            | 42.0            |               |               |                       |                  |
| Feb 19, 19         | Sod turning - St. Kateri       | School Events       | Morinville | General            |              |                 |               |               |                       |                  |
| Feb 19, 19         | MCHS school council            | School Council      | Morinville | Trustee            | 3            |                 |               |               |                       |                  |
| Feb 21, 19         | Town of Morinville Master plan | Municipal Councils  | Morinville | Trustee            |              |                 |               |               |                       | Volunteer        |
| Feb 22, 19         | Art show                       | School Events       | St Albert  | Trustee            |              | 42.0            |               |               |                       | Volunteer        |
| Feb 25, 19         | Regular Board Meeting          | Board Meeting       | St Albert  | Trustee            |              | 42.0            |               |               |                       |                  |
| Feb 25, 19         | ATA dinner                     | Other               | St Albert  | General            | 2            |                 |               |               |                       |                  |
| Feb 26, 19         | Meeting with Jeff Wedman       | Government Meeting  | St Albert  | General            | 2            | 42.0            |               |               |                       |                  |
| <b>TOTALS</b>      |                                |                     |            |                    | <b>18</b>    | <b>294.0</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 \$43.68

Comments / Explanation:

| Trustee Expense Calculation          | General Account | Trustee Account | Total Reimbursement to Trustee |
|--------------------------------------|-----------------|-----------------|--------------------------------|
| Number of Hours charged              | 15              | 3               |                                |
| Per Diem Claim Amount: \$30 each hr. | \$450.00        | \$90.00         | <b>\$540.00</b>                |
| Non-Taxable Mileage in KM            | n/a             | 210.0           |                                |
| Non-Taxable Mileage at \$0.52 / KM   | n/a             | \$109.20        | <b>\$109.20</b>                |
| Taxable Mileage in KM                | n/a             | 84.0            |                                |
| Taxable Mileage at \$0.52 / KM       | n/a             | \$43.68         | <b>\$43.68</b>                 |
| Parking                              | n/a             | \$0.00          | <b>\$0.00</b>                  |
| Other                                | \$0.00          | \$0.00          | <b>\$0.00</b>                  |
| <b>Total Expenses</b>                | <b>\$450.00</b> | <b>\$242.88</b> | <b>\$692.88</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#: EM11808 |  |
|----------------------|-----------------------|--------------------|----------|---------------------|-----------------------|-----------------|--------|---------------------|--|
| TR- 01221            |                       |                    |          | 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 | 15 hrs. x \$30/hr. | \$450.00 | Non-Taxable Mileage | 1-462-07-01-06-000-08 | \$109.20        | \$5.20 |                     |  |
| Per Diem: T          | 1-463-07-01-06-000-08 | 3 hrs. x \$30/hr.  | \$90.00  | 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 |                     |  |
| <b>PAYROLL Total</b> |                       |                    |          | Other               |                       |                 |        |                     |  |
|                      |                       |                    |          | <b>AP Total</b>     |                       | <b>\$152.88</b> |        | <b>\$7.28</b>       |  |

| Quarter                                    | Trustee         | Category                      | Month  | Description                    | Amount            |
|--|-----------------|-------------------------------|--------|--------------------------------|-------------------|
| Q2   | Trustee Radford | Dues,Fees, Memberships        | Dec 18 | 902 PC217855 GL CODING RECLASS | \$528.32          |
| Q2   | Trustee Radford | Dues,Fees, Memberships        | Jan 19 | ALBERTA SCHOOL BOARDS          | \$659.38          |
| <b>Total Dues, Fees, Memberships</b>       |                 |                               |        |                                | <b>\$1,187.70</b> |
| Q2   | Trustee Radford | Meals And Hospitality         | Feb 19 | RADFORD, NOREEN                | \$19.62           |
| Q2   | Trustee Radford | Meals And Hospitality         | Feb 19 | RADFORD, NOREEN                | \$56.07           |
| <b>Total Meals and Hospitality</b>         |                 |                               |        |                                | <b>\$75.69</b>    |
| Q2   | Trustee Radford | Supplies/Other                | Feb 19 | JC BRAND ALLIANCE              | \$9.43            |
| <b>Total Supplies/Other</b>                |                 |                               |        |                                | <b>\$9.43</b>     |
| Q2   | Trustee Radford | Travel to/from Board Meetings | Feb 19 | RADFORD, NOREEN                | \$21.13           |
| <b>Total Travel to/from Board Meetings</b> |                 |                               |        |                                | <b>\$21.13</b>    |
| Q2   | Trustee Radford | Travel (Trustee Budget)       | Dec 18 | 902 PC217855 GL CODING RECLASS | (\$528.32)        |
| Q2   | Trustee Radford | Travel (Trustee Budget)       | Feb 19 | RADFORD, NOREEN                | \$474.21          |
| <b>Total Travel (Trustee Budget)</b>       |                 |                               |        |                                | <b>(\$54.11)</b>  |