

Consolidated Financial Statements of

**SEVEN OAKS SCHOOL  
DIVISION**

Year ended June 30, 2019

**Manitoba**  
Education and Training



Schools' Finance Branch  
511-1181 Portage Avenue  
Winnipeg, Manitoba  
R3G 0T3

SEVEN OAKS SCHOOL DIVISION  
830 POWERS STREET  
WINNIPEG, MANITOBA R2V 4E7

**AUDITED FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION**

June 30, 2019

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## INDEPENDENT AUDITORS' REPORT

To the Board of Trustees

### *Opinion*

We have audited the consolidated financial statements of Seven Oaks School Division (the Entity), which comprise the consolidated statement of financial position as at June 30, 2019, the consolidated statement of revenue, expenses, and accumulated surplus, the consolidated statement of changes in net debt, the consolidated statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies (hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at June 30, 2019, and its consolidated results of operations, its consolidated changes in net debt and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.





## ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.



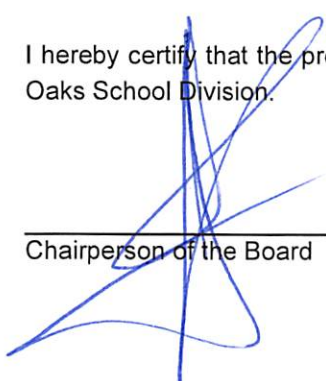
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Winnipeg, Canada

October 28, 2019

I hereby certify that the preceding report has been presented to the members of the Board of Seven Oaks School Division.

A large, stylized handwritten signature in blue ink is written over a horizontal line. The signature is highly cursive and loops around itself.  
Chairperson of the Board

Oct. 28, 2019  
Date



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One Lombard Place  
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## INDEPENDENT PRACTITIONERS' REASONABLE ASSURANCE REPORT

To the Board of Trustees

We have undertaken a reasonable assurance engagement of the accompanying EIS Enrolment File Verification Report (the "Enrolment Information") of Seven Oaks School Division (the Entity) as at September 30, 2018.

### ***Management's Responsibility***

Management is responsible for the preparation and presentation of the Enrolment Information in accordance with the criteria established by the Manitoba Education and Training School's Finance Branch and detailed in Part I, Sections 1.1 and 1.2 of the Public Schools Enrolment and Categorical Grants Reporting for the 2018/2019 School Year (the "applicable criteria").

Management is also responsible for such internal control as management determines necessary to enable the preparation and presentation of the Enrolment Information that is free from material misstatement, whether due to fraud or error.

### ***Practitioners' Responsibilities***

Our responsibility is to express a reasonable assurance opinion on the Enrolment Information based on the evidence we have obtained. We conducted our reasonable assurance engagement in accordance with Canadian Standards on Assurance Engagements (CSAE) 3000, *Attestation Engagements Other than Audits or Reviews of Historical Financial Information*. This standard requires that we plan and perform this engagement to obtain reasonable assurance about whether the Enrolment Information is free from material misstatement.

Reasonable assurance is a high level of assurance, but is not a guarantee that an engagement conducted in accordance with this standard will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users of our report.

The nature, timing and extent of procedures performed depends on our professional judgment, including an assessment of the risks of material misstatement, whether due to fraud or error, and involves obtaining evidence about the Enrolment Information.

We believe the evidence we obtained is sufficient and appropriate to provide a basis for our opinion.



### ***Practitioners' Independence and Quality Control***

We have complied with the relevant rules of professional conduct/code of ethics applicable to the practice of public accounting and related to assurance engagements, issued by various professional accounting bodies, which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

The firm applies Canadian Standard on Quality Control 1, *Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance Engagements* and, accordingly, maintains a comprehensive system of quality control, including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

### ***Opinion***

In our opinion, the Enrolment Information of the Entity as at September 30, 2018 is prepared, in all material respects, in accordance with the applicable criteria.

### ***Specific Purpose of Subject Matter Information***

The Enrolment Information has been prepared in accordance with the applicable criteria. As a result, the Enrolment Information may not be suitable for another purpose.

### ***Restriction on distribution and use of our report***

Our report is intended solely for the Board of Trustees of Seven Oaks School Division and the Manitoba Education and Training School's Finance Branch and should not be distributed to or used by parties other than the Board of Trustees of Seven Oaks School Division and the Manitoba Education and Training School's Finance Branch.

Chartered Professional Accountants

Winnipeg, Canada

October 28, 2019

I hereby certify that the preceding report has been presented to the members of the Board of Seven Oaks School Division.

  
\_\_\_\_\_  
Chairperson of the Board

Oct. 28, 2019  
\_\_\_\_\_  
Date





Schools' Finance Branch  
511-1181 Portage Ave.  
Winnipeg, MB R3G 0T3

**CERTIFICATION FORM FOR  
REPORTING OF ENROLMENT ELECTRONICALLY  
ON SEPTEMBER 30, 2018**

**SEVEN OAKS SCHOOL DIVISION**

We hereby certify that to the best of our knowledge and belief, the following pupil enrolment and school information reported electronically through EIS Collection is true and correct and in accordance with the laws and regulations of the Province of Manitoba;

- MET number;
- school attended;
- birthdate;
- gender;
- school student number;
- enrolment date;
- grade;
- enrolment code;
- resident division;
- postal code (residence);
- attendance (eligible percentage);
- diploma already attained;
- homeroom;
- Child and Family Services (CFS) status;
- transportation code;
- French Language;
- Aboriginal and International Languages;
- English as an Additional Language.

SEP 28 2018

DATE

SECRETARY - TREASURER

SEP 28 2018

DATE

SUPERINTENDENT

The collection of personal information submitted by divisions is authorized under *The Public Schools Act* and the *Funding of Schools Program Regulation (M.R.259/2006)*.

The personal information reported will be used for the purpose of determining and verifying funding eligibility and program requirements under the Funding of Schools Program and for statistical use.

It is protected by the Protection of Privacy provisions of *The Freedom of Information and Protection of Privacy Act*.

Any questions about the collection can be directed to: Schools' Finance Branch at 204-945-6910.

Remember to attach part 2



Schools' Finance Branch  
511-1181 Portage Ave.  
Winnipeg, MB R3G 0T3

EIS ENROLMENT FILE VERIFICATION REPORT - SEPTEMBER 30, 2018

SEVEN OAKS SCHOOL DIVISION

This report counts the number of pupils, on a head-count basis, for which enrolment data has been reported through the accompanying electronic EIS Collection file being submitted to Schools' Finance Branch (SFB).  
The report is used to verify that the electronic file submitted to SFB reconciles to this certification report prior to upload to the departmental EIS database.

SCHOOL NAME	SPECIAL/UNGRADED CLASSES		GRADE												TOTAL ENROL	CODE 300	CODE 400	FILE TOTAL		
	SE (Ages 4 to 13)	SS (14 and Older)	N	K	1	2	3	4	5	6	7	8	9	10					11	12
Amber Trails Community School				88	85	102	97	83	94	78	75	75						777	0	777
Arthur E. Wright Community School				73	65	60	61	61	65	58	53	60						556	0	556
Collège Garden City Collegiate		6											339	322	338	397		1,402	0	1,402
Collicutt School				17	18	18	21	16	18									108	0	108
École Belmont				67	41	51	38	44	31									272	0	272
École Constable Edward Finney School				74	99	83	74	72	62									464	0	464
École James Nisbet Community School				98	92	91	91	95	93									560	0	560
École Leila North Community School										181	180	143						504	0	504
École Riviere Rouge				84	62	87	70	47	72									422	0	422



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**EIS ENROLMENT FILE VERIFICATION REPORT - SEPTEMBER 30, 2018**

**SEVEN OAKS SCHOOL DIVISION**

This report counts the number of pupils, on a head-count basis, for which enrolment data has been reported through the accompanying electronic EIS Collection file being submitted to Schools' Finance Branch (SFB). The report is used to verify that the electronic file submitted to SFB reconciles to this certification report prior to upload to the departmental EIS database.



SCHOOL NAME	SE		GRADE										TOTAL ENROL	CODE 300	CODE 400	FILE TOTAL			
	(Ages 4 to 13)	(Ages 14 and Older)	N	K	1	2	3	4	5	6	7	8					9	10	11
École Seven Oaks Middle School									138	150	134						422	0	422
Edmund Partridge Community School									114	141	113						368	0	368
Elwick Community School			32	35	36	40	46	39	40	39	41						348	0	348
Forest Park School			25	31	24	47	47	43									217	0	217
Governor Semple School			23	22	18	20	23	25									131	0	131
H. C. Avery Middle School									119	143	151						413	0	413
Maples Collegiate	16											316	324	358	557		1,571	0	1,571
Maples Met School												33	35	50	26		144	0	144
Margaret Park School			38	29	40	46	44	50									247	0	247
MET School												32	25	27	22		108	0	108





**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**

as at June 30

Notes		2019	2018
	<b>Financial Assets</b>		
	Cash and Bank	-	-
	Due from - Provincial Government	5,607,920	5,944,461
	- Federal Government	541,218	542,973
	- Municipal Government	27,510,619	26,153,657
	- Other School Divisions	-	-
	- First Nations	438,000	339,400
	Accounts Receivable	199,841	469,987
	Accrued Investment Income	-	-
	Portfolio Investments	-	458,805
		<u>34,297,598</u>	<u>33,909,283</u>
	<b>Liabilities</b>		
3	Overdraft	17,132,987	20,136,008
	Accounts Payable	7,203,228	7,604,969
	Accrued Liabilities	1,401,822	1,096,980
4	Employee Future Benefits	662,130	563,116
	Accrued Interest Payable	1,513,360	1,386,159
	Due to - Provincial Government	492,171	514,794
	- Federal Government	5,868,435	5,657,482
	- Municipal Government	135,578	128,841
	- Other School Divisions	15,150	14,189
	- First Nations	-	-
7	Deferred Revenue	5,217,039	5,226,800
9	Borrowings from the Provincial Government	90,170,906	84,566,009
10	Other Borrowings	23,592,410	18,297,116
	School Generated Funds Liability	377,718	475,677
		<u>153,782,934</u>	<u>145,668,140</u>
	<b>Net Assets (Debt)</b>	<u>(119,485,336)</u>	<u>(111,758,857)</u>
	<b>Non-Financial Assets</b>		
11	Net Tangible Capital Assets (TCA Schedule)	172,422,009	160,622,218
	Inventories	3,735	13,165
	Prepaid Expenses	275,579	302,154
		<u>172,701,323</u>	<u>160,937,537</u>
*	<b>Accumulated Surplus</b>	<u>53,215,987</u>	<u>49,178,680</u>

See accompanying notes to the Financial Statements

**CONSOLIDATED STATEMENT  
OF REVENUE, EXPENSES  
AND ACCUMULATED SURPLUS**

For the Year Ended June 30

Notes		2019	2018
	<b>Revenue</b>		
	Provincial Government	108,765,486	105,236,648
	Federal Government	845,013	1,128,999
	Municipal Government - Property Tax	45,424,310	43,239,662
	- Other	86,417	25,863
	Other School Divisions	1,414,599	1,333,487
	First Nations	717,000	675,400
	Private Organizations and Individuals	2,009,245	1,974,888
	Other Sources	892,833	594,667
	School Generated Funds	84,656	36,773
	Other Special Purpose Funds	-	-
		<u>160,239,559</u>	<u>154,246,387</u>
	<b>Expenses</b>		
	Regular Instruction	83,656,708	83,208,836
	Student Support Services	26,634,766	26,614,351
	Adult Learning Centres	2,103,790	923,875
	Community Education and Services	2,269,359	2,223,729
	Divisional Administration	4,324,746	4,056,506
	Instructional and Other Support Services	5,507,623	5,277,364
	Transportation of Pupils	4,510,362	4,051,529
	Operations and Maintenance	13,601,359	13,276,984
14	Fiscal - Interest	4,589,012	4,368,786
	- Other	2,373,357	2,334,225
	Amortization	6,464,444	6,061,423
	Other Capital Items	-	1,200
	School Generated Funds	67,712	80,603
	Other Special Purpose Funds	-	-
		<u>156,103,238</u>	<u>152,479,411</u>
	Current Year Surplus (Deficit) before Non-vested Sick Leave	<u>4,136,321</u>	<u>1,766,976</u>
	Less: Non-vested Sick Leave Expense (Recovery)	99,014	(36,306)
	Net Current Year Surplus (Deficit)	<u>4,037,307</u>	<u>1,803,282</u>
	Opening Accumulated Surplus	49,178,680	47,375,398
	Adjustments:		
	Tangible Cap. Assets and Accum. Amort.	-	-
	Other than Tangible Cap. Assets	-	-
	Non-vested sick leave - prior years	-	-
	Opening Accumulated Surplus, as adjusted	<u>49,178,680</u>	<u>47,375,398</u>
	<b>Closing Accumulated Surplus</b>	<u>53,215,987</u>	<u>49,178,680</u>

See accompanying notes to the Financial Statements

**CONSOLIDATED STATEMENT OF CHANGE IN NET DEBT**

For the Year Ended June 30, 2019

	2019	2018
Net Current Year Surplus (Deficit)	4,037,307	1,803,282
Amortization of Tangible Capital Assets	6,464,444	6,061,423
Acquisition of Tangible Capital Assets	(18,304,800)	(19,070,324)
(Gain) / Loss on Disposal of Tangible Capital Assets	(19,895)	266,542
Proceeds on Disposal of Tangible Capital Assets	60,460	2,500
	<u>(11,799,791)</u>	<u>(12,739,859)</u>
Inventories (Increase)/Decrease	9,430	(6,986)
Prepaid Expenses (Increase)/Decrease	26,575	(23,952)
	<u>36,005</u>	<u>(30,938)</u>
(Increase)/Decrease in Net Debt	<u>(7,726,479)</u>	<u>(10,967,515)</u>
Net Debt at Beginning of Year	(111,758,857)	(100,791,342)
Adjustments Other than Tangible Cap. Assets	-	-
	<u>(111,758,857)</u>	<u>(100,791,342)</u>
<b>Net Assets (Debt) at End of Year</b>	<u><u>(119,485,336)</u></u>	<u><u>(111,758,857)</u></u>

**CONSOLIDATED STATEMENT OF CASH FLOW**

For the Year Ended June 30, 2019

	2019	2018
<b>Operating Transactions</b>		
Net Current Year Surplus (Deficit)	4,037,307	1,803,282
Non-Cash Items Included in Current Year Surplus/(Deficit):		
Amortization of Tangible Capital Assets	6,464,444	6,061,423
(Gain)/Loss on Disposal of Tangible Capital Assets	(19,895)	266,542
Employee Future Benefits Increase/(Decrease)	99,014	(36,306)
Due from Other Organizations (Increase)/Decrease	(1,117,266)	(427,614)
Accounts Receivable & Accrued Income (Increase)/Decrease	270,146	29,058
Inventories and Prepaid Expenses - (Increase)/Decrease	36,005	(30,938)
Due to Other Organizations Increase/(Decrease)	196,028	200,410
Accounts Payable & Accrued Liabilities Increase/(Decrease)	30,302	2,310,502
Deferred Revenue Increase/(Decrease)	(9,761)	387,312
School Generated Funds Liability Increase/(Decrease)	(97,959)	35,796
Adjustments Other than Tangible Cap. Assets	-	-
Cash Provided by (Applied to) Operating Transactions	<u>9,888,365</u>	<u>10,599,467</u>
<b>Capital Transactions</b>		
Acquisition of Tangible Capital Assets	(18,304,800)	(19,070,324)
Proceeds on Disposal of Tangible Capital Assets	60,460	2,500
Cash Provided by (Applied to) Capital Transactions	<u>(18,244,340)</u>	<u>(19,067,824)</u>
<b>Investing Transactions</b>		
Portfolio Investments (Increase)/Decrease	458,805	166,247
Cash Provided by (Applied to) Investing Transactions	<u>458,805</u>	<u>166,247</u>
<b>Financing Transactions</b>		
Borrowings from the Provincial Government Increase/(Decrease)	5,604,897	(2,952,025)
Other Borrowings Increase/(Decrease)	5,295,294	5,238,869
Cash Provided by (Applied to) Financing Transactions	<u>10,900,191</u>	<u>2,286,844</u>
Cash and Bank / Overdraft (Increase)/Decrease	3,003,021	(6,015,266)
Cash and Bank (Overdraft) at Beginning of Year	<u>(20,136,008)</u>	<u>(14,120,742)</u>
<b>Cash and Bank (Overdraft) at End of Year</b>	<u>(17,132,987)</u>	<u>(20,136,008)</u>

# SEVEN OAKS SCHOOL DIVISION

## Notes to Consolidated Financial Statements

Year ended June 30, 2019

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### 1. Nature of organization and economic dependence:

Seven Oaks School Division (the Division), is a public corporate body that provides educational programming to residents within its geographic location. The Division is funded mainly by grants from the Province of Manitoba (the Province), and a special levy on the property assessment included in the Division's boundaries. The Division is exempt from income tax under the *Income Tax Act*.

The Division is economically dependent on the Province for the majority of its revenue and capital financing requirements. Without this funding, the Division would not be able to continue its operations.

### 2. Significant accounting policies:

The significant accounting policies of the Division include:

#### (a) Reporting entity and consolidation:

The Division's reporting entities are comprised of the Division and school generated funds.

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures of the Division's Operating Fund, Capital Fund, and Special Purpose Fund.

#### (b) Basis of accounting:

These consolidated financial statements are prepared by management in accordance with generally accepted accounting principles established by the Canadian Public Sector Accounting Board (PSAB). Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable; expenditures are recognized as they are incurred and measurable as a result of the receipt of goods and services acquired in the period whether or not payment has been made or invoices received.

# SEVEN OAKS SCHOOL DIVISION

Notes to Consolidated Financial Statements (continued)

Year ended June 30, 2019

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## 2. Significant accounting policies (continued):

### (c) Trust funds:

The Division administers various trust funds. Trust funds and their related operations are not included in the consolidated financial statements as they are not owned or controlled by the Division.

The Division holds funds in trust (amounts contributed in trust) for the following organizations:

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Maples Youth Activity Centre	\$	30,651
Kildonan Youth Activity Centre		10,541
Seven Oaks BAG Program		15,032
Maples MET Art Sale		12
	\$	56,236

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The amounts contributed by the Division will be reimbursed by these organizations.

### (d) Fund accounting:

The Division records financial transactions in separate funds as defined by Financial Reporting and Accounting in Manitoba Education (FRAME).

The Operating Fund is maintained to record all the day to day operating revenues and expenditures. The Capital Fund is used to account for the acquisition, amortization, disposal and financing of capital assets. The Special Purpose Fund is used to account for school generated funds controlled by the Division.

### (e) Deferred revenue:

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or services performed.

# SEVEN OAKS SCHOOL DIVISION

Notes to Consolidated Financial Statements (continued)

Year ended June 30, 2019

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## 2. Significant accounting policies (continued):

### (f) Tangible capital assets:

Tangible capital assets are non-financial assets that are used by the Division to provide services to the public and have an economic life beyond one fiscal year. Tangible capital assets include land, buildings, buses, other vehicles, furniture and equipment, computers, capital leases, leasehold improvements, and assets under construction.

To be classified as tangible capital assets, each asset other than land must individually meet the capitalization threshold for its class as prescribed by FRAME.

Asset description	Capitalization threshold	Estimated useful life (years)
Land improvements	\$ 50,000	10
Buildings - bricks, mortar and steel	50,000	40
Building - wood frame	50,000	25
School buses	50,000	10
Vehicles	10,000	5
Equipment	10,000	5
Network infrastructure	25,000	10
Computer hardware, services and peripherals	10,000	4
Computer software	10,000	4
Furniture and fixtures	10,000	10
Leasehold improvements	25,000	Over term of the lease

With the exception of certain buildings, all tangible capital assets are recorded at historical cost.

Buildings are recorded at historical cost when known. For buildings acquired prior to June 30, 2005 where the actual cost was not known, the replacement value for insurance purposes as at June 30, 2005 was regressed to the date of acquisition using a regression index based on Southam and CanaData construction cost indices.

Tangible capital assets are amortized on a straight-line basis over their estimated useful lives as prescribed by FRAME. Land is not amortized.

Assets under construction are not amortized until the date of substantial completion. Interest on funds used to finance school buildings under construction is capitalized for the periods preceding the date of substantial completion.

# SEVEN OAKS SCHOOL DIVISION

Notes to Consolidated Financial Statements (continued)

Year ended June 30, 2019

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## 2. Significant accounting policies (continued):

### (g) Employee future benefits:

The Province of Manitoba pays the employer portion of the Teachers' Retirement Allowances Fund (TRAF), the pension plan for all certified teachers of the Division. The Division does not contribute to TRAF, and no costs relating to this plan are included in the Division's consolidated financial statements.

However, the Division provides retirement and other future benefits to its employees. These benefits include pension and supplemental unemployment benefits.

The Division adopted the following policies with respect to accounting for these employee future benefits:

### (i) Defined contribution plan:

The Division provides retirement benefits to its administrative employees through a defined contribution plan under the Manitoba School Boards Association Pension Plan (MSBA). Under this plan, specific fixed amounts are contributed by the Division each period for services rendered by the employees. No responsibility is assumed by the Division to make any further contributions.

### (ii) Self-insured employee future benefits plan:

For those self-insured benefit obligations that are event driven (e.g. supplemental unemployment benefits; non-vesting parental leave), the benefit costs are recognized and recorded only in the period when the event occurs.

### (iii) Non-vesting accumulated sick days:

For non-vesting accumulating sick days, the benefit costs are recognized, if deemed material, based on a projection of expected future utilization of sick time, discounted using net present value techniques.

### (h) Capital reserve:

Certain amounts approved by the Board of Trustees and the Public Schools Finance Board have been set aside in reserve accounts for future capital purposes as detailed on page 24 of the consolidated financial statements. These capital reserve accounts are internally restricted funds that form part of the accumulated surplus presented in the consolidated statement of financial position.



# SEVEN OAKS SCHOOL DIVISION

Notes to Consolidated Financial Statements (continued)

Year ended June 30, 2019

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## 2. Significant accounting policies (continued):

### (i) Government transfers:

Government transfers, including legislative grants, are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made.

### (j) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the year. Significant items subject to estimates include the carrying amount of capital assets. Actual results could differ from those estimates.

### (k) Financial instruments:

There are no significant terms and conditions related to financial instruments (cash, accounts receivable, bank indebtedness, accounts payable and long-term debt) that may affect the amount, timing and certainty of future cash flows. The Division's exposure to credit risk from the potential non-payment of accounts receivable is minimal as the majority of receivables are from local, provincial and federal governments. The carrying amounts of the financial instruments approximate their carrying values, unless otherwise noted.

### (l) Liability for contaminated sites:

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use all the following criteria are met:

- (i) An environmental standard exists;
- (ii) Contamination exceeds the environmental standard;
- (iii) The Division is directly responsible or accepts responsibility;
- (iv) Is expected that the future economic benefits will be given up; and
- (v) A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

# SEVEN OAKS SCHOOL DIVISION

Notes to Consolidated Financial Statements (continued)

Year ended June 30, 2019

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### 3. Overdraft:

The Division has authorized revolving demand facility with the Royal Bank of Canada (RBC) of \$20,000,000 by way of overdrafts and letters of guarantee. The loans are repayable on demand at RBC prime less 0.25 percent. Interest is paid monthly.

### 4. Non-vested accumulated sick leave benefits:

Non-vested accumulated sick leave benefits are measured using net present value techniques on the expected future utilization of excess of sick benefits used over earner per year, to maximum entitlement. The impact of the estimated non-vested sick leave benefit cost for the year ended June 30, 2019 is an increase of 99,014 (2018 - decrease of \$36,306). At June 30, 2019, the Division has recorded an estimated liability of \$662,130 (2018 - \$563,116) in respect of these benefits.

The significant assumptions adopted in measuring the non-vested accumulated sick leave benefit liability include a discount rate of 4 percent (2018 - 4 percent) and a rate of salary increase of 0 percent (2018 - 0 percent).

### 5. Employee future benefits:

The Division sponsors a defined contribution pension plan run by the Manitoba School Boards Association (MSBA). The defined contribution plan is provided to administrative employees based on their age at the beginning of the year and rates of pay. Each age group under the MSBA pension plan has a specific percentage for the employee to contribution. The Division contributions equal the employee contributions to the plan. No pension liability is included in the consolidated financial statements.

The employee benefit expense is part of the employee benefits and allowances expense account. It includes the Division's contribution of \$2,084,887 for fiscal 2019 (2018 - \$1,890,524).

Long-term disability benefits are covered by a defined contribution/ insured plan. The costs of salary compensation paid to employees on long-term disability leave are fully insured and are not included in the financial statements.

Supplemental unemployment benefits are defined benefits that are recognized and recorded only in the period when the events occur (e.g. maternity top up).

# SEVEN OAKS SCHOOL DIVISION

Notes to Consolidated Financial Statements (continued)

Year ended June 30, 2019

## 6. Commitments:

On March 12, 2018 the Division received approval from the Province of Manitoba for the construction of a new school to be located on Templeton Avenue in Precinct E. The projected completion date of construction is September 2020, and is projected to cost \$15,800,000.

## 7. Deferred revenue:

	Balance, June 30, 2018	Additions in the period	Revenue recognized in the period	Balance, June 30, 2019
Education property tax credit	\$ 5,104,940	\$ 12,620,095	\$ 12,665,731	\$ 5,059,304
Bus pass fees	12,769	382,828	378,561	17,036
Other special purpose funds:				
Wayfinders - grants	6,000	—	6,000	—
My Camp	19,900	26,431	20,131	26,200
Summer school fees	8,230	12,400	14,030	6,600
School Grants	55,484	61,967	51,985	65,466
CVE Fees	3,000	32,552	22,202	13,350
NIB Trust	16,477	90,000	77,894	28,583
Facility Rent	—	500	—	500
	<u>\$ 5,226,800</u>	<u>\$ 13,226,773</u>	<u>\$ 13,236,534</u>	<u>\$ 5,217,039</u>

## 8. School generated funds:

School generated funds are monies raised by the school, or under the auspices of the school, which each school's principal may raise, hold, administer or expend subject to the rules of the Division. At June 30, 2019, school funds held in the Special Purpose Fund totaled \$531,219 (2018 - \$612,234).

The school generated funds liability of \$377,718 at June 30, 2019 (2018 - \$475,677) comprises the portion of the school generated funds that are not controlled.

# SEVEN OAKS SCHOOL DIVISION

Notes to Consolidated Financial Statements (continued)

Year ended June 30, 2019

## 9. Debenture debt:

The debenture debt of the Division is in the form of twenty-year debentures payable, principal and interest, in twenty equal yearly installments and maturing at various dates from fiscal 2020 to fiscal 2039. Payment of principal and interest is funded entirely by grants from the Province of Manitoba. The debentures carry interest rates that range from 3 percent to 7.25 percent. The debenture principal and interest repayments in the next five years and thereafter are:

	Principal	Interest	Total
2020	\$ 5,222,581	\$ 3,713,175	\$ 8,935,756
2021	5,369,950	3,477,786	8,847,736
2022	5,458,040	3,237,302	8,695,342
2023	5,547,376	2,995,958	8,543,334
2024	5,647,545	2,753,557	8,401,102
Thereafter	62,925,414	14,984,428	77,909,842
	<b>\$ 90,170,906</b>	<b>\$ 31,162,206</b>	<b>\$ 121,333,112</b>

During 2019, the Division had submitted claims for capital projects to the Public Schools Finance Board totaling \$10,319,200 (2018 - \$1,553,700) and received debenture proceeds of this amount in 2019.

## 10. Other borrowings:

Garden City Collegiate Link Loan, Land Loan, Seven Oaks MET School and Seven Oaks Performing Arts Centre (SOPAC) and Learning and Service Centre Loans:

The Garden City Collegiate Link loan is a 5.20 percent fixed rate term loan from RBC Life Insurance Company which is repayable over 20 years. The principal amount outstanding at June 30, 2019 is \$5,854,410 (2018 - \$6,263,116). The purpose of the loan was to fund the construction of the Garden City Collegiate Link and Garden City Collegiate renovation project.

The Land loan is a 1.59 percent Interest Rate Swap loan for a 5 year term. The principal amount outstanding at June 30, 2019 is \$1,436,000 (2018 - \$1,509,000). The purpose of the loan is to provide interim financing until new school build is approved.

The Seven Oaks MET School and SOPAC loan is a 2.47 percent Interest Rate Swap loan repayable over 20 years. The principal outstanding at June 30, 2019 is \$3,175,000 (2018 - \$3,325,000). The purpose of the loan is to fund a portion of SOPAC and all of the Seven Oaks MET School. The SOPAC and Learning and Service Centre loan is a 2.98 percent Interest Rate Swap loan repayable over 19.75 years. The principal amount outstanding at June 30, 2019 is \$13,127,000. The purpose of the loan is to fund a portion of the construction of the SOPAC and the entire construction of the Service Centre facility.

# SEVEN OAKS SCHOOL DIVISION

Notes to Consolidated Financial Statements (continued)

Year ended June 30, 2019

## 10. Other borrowings (continued):

Principal and interest payments in the next five years and thereafter are as follows:

	Principal	Interest	Total
2020	\$ 1,157,473	\$ 781,459	\$ 1,938,932
2021	2,487,398	732,890	3,220,288
2022	1,169,545	670,979	1,840,524
2023	1,213,978	625,709	1,839,687
2024	1,261,766	579,437	1,841,203
Thereafter	16,302,250	3,391,024	19,693,274
	<u>\$ 23,592,410</u>	<u>\$ 6,781,498</u>	<u>\$ 30,373,908</u>

## 11. Net tangible capital assets:

The schedule of tangible capital assets, page 23 of the consolidated financial statements provides a breakdown of cost, accumulated amortization and net book value by class.

	Gross amount	Accumulated amortization	Net book value
Tangible capital assets	\$ 248,533,114	\$ 76,111,105	\$ 172,422,009

## 12. Expenditures by type:

Expenditures by type not otherwise disclosed in these consolidated financial statements are listed on page 11.

## 13. Related party transactions:

The Seven Oaks Education Foundation Inc. (the Foundation) was incorporated on July 17, 2001 to assist students to further their education beyond the high school level. Currently, there are no trustees of the Division sitting on the Foundation's Board.

During fiscal 2019, the Division provided a grant to the Foundation in the amount of \$25,250 (2018 - \$16,000).

# SEVEN OAKS SCHOOL DIVISION

Notes to Consolidated Financial Statements (continued)

Year ended June 30, 2019

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## 14. Interest paid:

Interest paid during the fiscal year is comprised of the following:

	2019	2018
Operating Fund:		
Overdraft interest	\$ 309,709	\$ 191,492
Capital Fund:		
Debenture debt interest - PSFB funded	3,669,318	3,635,378
Loan interest	609,985	541,916
	<u>\$ 4,589,012</u>	<u>\$ 4,368,786</u>



**OPERATING FUND SCHEDULE OF FINANCIAL POSITION**

as at June 30

	2019	2018
<b>Financial Assets</b>		
Cash and Bank	-	-
Due from		
- Provincial Government	3,995,982	4,455,351
- Federal Government	541,218	542,973
- Municipal Government	27,510,619	26,153,657
- Other School Divisions	-	-
- First Nations	438,000	339,400
- Other Funds	6,230,906	10,978,866
Accounts Receivable	159,276	469,987
Accrued Investment Income	-	-
Portfolio Investments	-	458,805
	<u>38,876,001</u>	<u>43,399,039</u>
<b>Liabilities</b>		
Overdraft	14,610,340	19,582,607
Accounts Payable	5,437,861	4,994,558
Accrued Liabilities	1,110,837	1,096,980
Employee Future Benefits	662,130	563,116
Accrued Interest Payable	-	-
Due to		
- Provincial Government	492,171	514,794
- Federal Government	5,868,435	5,657,482
- Municipal Government	135,578	128,841
- Other School Divisions	15,150	14,189
- First Nations	-	-
- Capital Fund	-	1,269,198
Deferred Revenue	5,217,039	5,226,800
Other Borrowings	-	-
	<u>33,549,541</u>	<u>39,048,565</u>
<b>Net Financial Assets (Net Debt)</b>	<u>5,326,460</u>	<u>4,350,474</u>
<b>Non-Financial Assets</b>		
Inventories	3,735	13,165
Prepaid Expenses	275,579	302,154
	<u>279,314</u>	<u>315,319</u>
<b>Accumulated Surplus (Deficit)</b>	<u>5,605,774</u>	<u>4,665,793</u>



**OPERATING FUND  
SCHEDULE OF REVENUE, EXPENSES  
AND ACCUMULATED SURPLUS**

For the Year Ended June 30

	2019 Actual	2019 Budget	2018 Actual
<b>Revenue</b>			
Provincial Government - Core	100,381,865	99,311,014	97,093,775
Federal Government	845,013	906,000	1,128,999
Municipal Government - Property Tax	45,424,310	44,845,316	43,239,662
- Other	86,417	-	25,863
Other School Divisions	1,414,599	1,300,000	1,333,487
First Nations	717,000	750,000	675,400
Private Organizations and Individuals	2,009,245	1,363,600	1,974,888
Other Sources	446,121	53,000	118,012
	<u>151,324,570</u>	<u>148,528,930</u>	<u>145,590,086</u>
<b>Expenses</b>			
Regular Instruction	83,656,708	86,228,710	83,208,836
Student Support Services	26,634,766	25,776,130	26,614,351
Adult Learning Centres	2,103,790	899,030	923,875
Community Education and Services	2,269,359	2,030,760	2,223,729
Divisional Administration	4,324,746	4,246,990	4,056,506
Instructional and Other Support Services	5,507,623	6,121,120	5,277,364
Transportation of Pupils	4,510,362	3,779,400	4,051,529
Operations and Maintenance	13,601,359	14,290,070	13,276,984
Fiscal	2,683,066	2,622,120	2,525,717
	<u>145,291,779</u>	<u>145,994,330</u>	<u>142,158,891</u>
Current Year Surplus (Deficit) before Non-vested Sick Leave	<u>6,032,791</u>	<u>2,534,600</u>	<u>3,431,195</u>
Less: Non-vested Sick Leave Expense (Recovery)	<u>99,014</u>		<u>(36,306)</u>
Current Year Surplus (Deficit) after Non-vested Sick Leave	<u>5,933,777</u>	<u>2,534,600</u>	<u>3,467,501</u>
Net Transfers from (to) Capital Fund	<u>(4,993,796)</u>	<u>(2,534,600)</u>	<u>(3,925,180)</u>
Transfers from Special Purpose Funds	<u>-</u>		<u>-</u>
Net Current Year Surplus (Deficit)	<u>939,981</u>	<u>0</u>	<u>(457,679)</u>
Opening Accumulated Surplus (Deficit)	4,665,793		5,123,472
Adjustments: Liability for Contaminated Sites	-		-
Non-vested sick leave - prior years	-		-
Opening Accumulated Surplus (Deficit), as adjusted	<u>4,665,793</u>		<u>5,123,472</u>
Closing Accumulated Surplus (Deficit)	<u>5,605,774</u>		<u>4,665,793</u>

**OPERATING FUND - REVENUE DETAIL**  
**PROVINCE OF MANITOBA**  
For the Year Ended June 30, 2019

**Funding of Schools Program**

Base Support		
Instructional Support	21,149,210	
Additional Instructional Support for Small Schools	-	
Sparsity	-	
Curricular Materials	658,512	
Information Technology	680,462	
Library Services	1,009,718	
Student Services	3,766,530	
Counselling and Guidance	910,942	
Professional Development	428,033	
Physical Education	264,250	
Occupancy	<u>3,738,060</u>	32,605,717
Categorical Support		
Transportation	1,050,951	
Board and Room	-	
Special Needs: Coordinator/Clinician	823,140	
Special Needs: Level 2	5,466,945	
Special Needs: Level 3	-	
Senior Years Technology Education	498,301	
English as an Additional Language	771,310	
Indigenous Academic Achievement (including BSSIP)	359,500	
Indigenous and International Languages	31,195	
French Language Education	499,854	
Small Schools	-	
Enrolment Change Support	403,705	
Northern Allowance	-	
Early Childhood Development Initiative	152,459	
Literacy and Numeracy	878,016	
Education for Sustainable Development	<u>17,500</u>	10,952,876
Equalization		33,458,915
Additional Equalization		-
Adjustment for Days Closed		-
Formula Guarantee		-
Other Program Support		
School Buildings Support: "D" Projects	235,560	
Technology Education Equipment Replacement	103,900	
Skills Strategy Equipment Enhancement	73,520	
Other Minor Capital Support	-	
Prior Year Support		
Finalization of Previous Year Support	-	
Curricular Materials	-	
School Buildings Support: "D" Projects	-	
Technology Education Equipment	<u>-</u>	412,980
		<u>77,430,488</u>



**OPERATING FUND - REVENUE DETAIL  
NON-PROVINCIAL GOVERNMENT SOURCES**  
For the Year Ended June 30, 2019

<b>Federal Government</b>			
Tuition Fees		-	
Transportation of Pupils		-	
French Language Monitor		-	
English as an Additional Language (Adults)		-	
Other:	Citizenship & Immigration - Settlement Prog	920,508	
	Summer Job & Youth Grants	89,605	
	Heritage Language Grant	71,524	
	Canada 150 Grants (2016/17), New Horizon	<u>(236,624)</u>	845,013
<b>Municipal Government</b>			
Special Requirement	62,014,635		
Less: Education Property Tax Credit	(12,665,731)		
Less: Tax Incentive Grant	(3,924,594)	45,424,310	
Other:	City of Winnipeg Landscaping Grants	<u>86,417</u>	45,510,727
<b>Other School Divisions</b>			
Tuition Fees		-	
Transfer Fees		1,401,912	
Residual Fees		-	
Transportation of Pupils		-	
Other:	Shared Services	<u>12,687</u>	
			<u>1,414,599</u>
<b>First Nations</b>			
Tuition Fees		717,000	
Transportation of Pupils		-	
Other:		-	
			<u>717,000</u>
<b>Private Organizations and Individuals (Includes GBE's)</b>			
Regular Tuition		22,202	
International Tuition		196,000	
Continuing Education		-	
Other Tuition:	Summer School	<u>14,030</u>	
Food Service		-	
Government Business Enterprises (GBE's)		-	
Other:	Bus Fees	378,561	
	Facilities Rentals	500,278	
	Parking	174,750	
	Urban Circle - EA Mentorship Program	27,667	
	NIB Trust Grant	77,894	
	Summer Fees, Fundraising, Supply Fees	<u>617,863</u>	2,009,245
<b>Other Sources</b>			
Interest		29,657	
Donations		140,021	
Other:	Equipment Sales	<u>276,443</u>	
			<u>446,121</u>
<b>TOTAL NON-PROVINCIAL GOVERNMENT REVENUE</b>			<u><u>50,942,705</u></u>

**OPERATING FUND - EXPENSE BY FUNCTION AND BY OBJECT**  
For the Year Ended June 30

FUNCTION \ OBJECT	100	200	300	400	500	600	700	800	900	2019	2018
	Regular Instruction	Student Support Services	Adult Learning Centres	Education and Services	Divisional Administration	Instructional and Other Support Services	Transportation of Pupils	Operations and Maintenance	Fiscal	TOTALS	TOTALS
Salaries	70,358,625	22,245,891	1,620,362	1,558,308	2,620,318	3,305,897	2,301,074	6,722,383		110,732,858	108,177,602
Employees Benefits and Allowances	5,547,986	3,010,005	138,863	229,117	340,135	509,663	521,435	1,513,294		11,810,498	11,507,151
Services	2,198,135	1,147,913	259,876	278,972	1,306,040	1,035,723	689,017	4,258,287		11,173,963	11,191,665
Supplies, Materials and Minor Equipment	4,750,911	106,705	44,789	173,987	127,128	514,605	998,836	1,107,395		7,824,356	7,452,002
Interest and Bank Charges									309,709	309,709	191,492
Bad Debt Expense									-	0	1,226
Transfers	801,051	124,252	39,900	28,975	(68,875)	141,735	-	-	(PAYROLL TAX) 2,373,357	3,440,395	3,637,753
<b>TOTALS</b>	<b>83,656,708</b>	<b>26,634,766</b>	<b>2,103,790</b>	<b>2,269,359</b>	<b>4,324,746</b>	<b>5,507,623</b>	<b>4,510,362</b>	<b>13,601,359</b>	<b>2,683,066</b>	<b>145,291,779</b>	<b>142,158,891</b>



**OPERATING FUND - EXPENSE DETAIL: FUNCTION 100**  
For the Year Ended June 30, 2019

REGULAR INSTRUCTION	10 ADMINISTRATION	SINGLE TRACK SCHOOLS *			80 DUAL TRACK SCHOOLS **	90 SENIOR YEARS TECHNOLOGY EDUCATION	TOTALS
		20 ENGLISH LANGUAGE	50 FRANÇAIS	70 FRENCH IMMERSION			
CODE OBJECT \ PROGRAM							
3XX SALARIES							
320 Executive, Managerial and Supervisory	6,095,544						6,095,544
330 Instructional - Teaching	13,977	34,833,352		3,112,837	20,576,786	1,159,431	59,696,383
350 Instructional - Other		1,155,869		42,809	480,900		1,679,578
360 Technical, Specialized and Service		91,764					91,764
370 Secretarial, Clerical and Other	2,466,533						2,466,533
390 Information Technology	328,823						328,823
Total Salaries	8,904,877	36,080,985	0	3,155,646	21,057,686	1,159,431	70,358,625
4XX EMPLOYEES BENEFITS AND ALLOWANCES	903,928	2,893,307		223,947	1,452,235	74,569	5,547,986
5-6XX SERVICES							
510 Professional, Technical and Specialized	17,584	374,698		13,563	128,319	451	534,615
520 Communications	127,279	1,966				4,020	133,265
540 Travel and Meetings	20,145	40,205		3,075	17,934	12,720	94,079
560 Tuition		169,334			12,500	79,916	261,750
570 Printing and Binding		9,068		255	9,373	3,265	21,961
580 Insurance and Bond Premiums		25,110				33	25,143
590 Maintenance and Repair Services		190,295		16,369	46,638	35,475	288,777
610 Rentals	1,184	217,860		757	63,046		282,847
630 Advertising							0
640 Dues and Fees		22,135			9,533		31,668
650 Professional and Staff Development	30,944						30,944
680 Information Technology Services	194,210	267,312		268	31,296		493,086
Total Services	391,346	1,317,983	0	34,287	318,639	135,880	2,198,135
7XX SUPPLIES, MATERIALS AND MINOR EQUIPMENT							
710 Supplies		1,584,738		95,695	748,045	96,311	2,524,789
740 Curricular and Media Materials		282,974		29,075	137,192	7,698	456,939
760 Minor Equipment	4,077	483,970		28,342	150,266	36,926	703,581
780 Information Technology Equipment	52,221	760,536		20,034	228,334	4,477	1,065,602
Total Supplies, Materials and Minor Equipment	56,298	3,112,218	0	173,146	1,263,837	145,412	4,750,911
96X-99 TRANSFERS							
960 School Divisions		616,850		129,009	21,450	33,742	801,051
980 Organizations and Individuals							0
Total Transfers	0	616,850	0	129,009	21,450	33,742	801,051
TOTALS	10,256,449	44,021,343	0	3,716,035	24,113,847	1,549,034	83,656,708

\* 90% or more of enrolment is in one of the following instructional programs: English Language, Français, French Immersion.

\*\* includes multi-track schools.

**OPERATING FUND - EXPENSE DETAIL: FUNCTION 200**

For the Year Ended June 30, 2019

<b>STUDENT SUPPORT SERVICES</b>		10	30	40	50	60	70	
CODE	OBJECT \ PROGRAM	ADMINISTRATION /CO-ORDINATION	CLINICAL AND RELATED SERVICES	SPECIAL PLACEMENT	REGULAR PLACEMENT	RESOURCE SERVICES	COUNSELLING AND GUIDANCE	TOTALS
3XX	SALARIES							
320	Executive, Managerial and Supervisory	410,626	3,685			155,514		569,825
330	Instructional - Teaching		191	271,349		4,999,829	3,474,777	8,746,146
350	Instructional - Other			77,397	11,020,690			11,098,087
360	Technical, Specialized and Service							0
370	Secretarial, Clerical and Other	86,527						86,527
380	Clinician		1,745,306					1,745,306
390	Information Technology							0
	Total Salaries	497,153	1,749,182	348,746	11,020,690	5,155,343	3,474,777	22,245,891
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	37,839	118,406	26,029	2,319,751	302,006	205,974	3,010,005
5-6XX	SERVICES							
510	Professional, Technical and Specialized		170,172	91,522	432,413		400,265	1,094,372
520	Communications	1,242	18,669			207	828	20,946
540	Travel and Meetings	3,152	9,642					12,794
560	Tuition							0
570	Printing and Binding							0
580	Insurance and Bond Premiums							0
590	Maintenance and Repair Services		2,191	397	4,920			7,508
610	Rentals			270				270
630	Advertising							0
640	Dues and Fees		1,004					1,004
650	Professional and Staff Development	3,842	7,040					10,882
680	Information Technology Services		137					137
	Total Services	8,236	208,855	92,189	437,333	207	401,093	1,147,913
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT							
710	Supplies	309	22,378	15,086	18,222			55,995
740	Curricular and Media Materials		10,434	472	166			11,072
760	Minor Equipment		2,099	7,338	9,213			18,650
780	Information Technology Equipment		6,666	2,628	11,694			20,988
	Total Supplies, Materials and Minor Equipment	309	41,577	25,524	39,295	0	0	106,705
96X-99	TRANSFERS							
960	School Divisions			11,759				11,759
980	Organizations and Individuals			112,493				112,493
	Total Transfers	0	0	124,252	0			124,252
	<b>TOTALS</b>	<b>543,537</b>	<b>2,118,020</b>	<b>616,740</b>	<b>13,817,069</b>	<b>5,457,556</b>	<b>4,081,844</b>	<b>26,634,766</b>



**OPERATING FUND - EXPENSE DETAIL: FUNCTION 300**  
For the Year Ended June 30, 2019

<b>ADULT LEARNING CENTRES</b>		10	20	
CODE	OBJECT \ PROGRAM	ADMINISTRATION AND OTHER	INSTRUCTION	TOTALS
<b>3XX SALARIES</b>				
320	Executive, Managerial and Supervisory	234,524		234,524
330	Instructional - Teaching		1,168,918	1,168,918
350	Instructional - Other		59,497	59,497
360	Technical, Specialized and Service	36,361		36,361
370	Secretarial, Clerical and Other	121,062		121,062
390	Information Technology			0
	Total Salaries	391,947	1,228,415	1,620,362
<b>4XX EMPLOYEES BENEFITS AND ALLOWANCES</b>				
		44,618	94,245	138,863
<b>5-6XX SERVICES</b>				
510	Professional, Technical and Specialized	8,507	2,254	10,761
520	Communications	12,535		12,535
530	Utility Services	17,201		17,201
540	Travel and Meetings	928		928
560	Tuition			0
570	Printing and Binding			0
580	Insurance and Bond Premiums	900		900
590	Maintenance and Repair Services	27,344	862	28,206
610	Rentals	147,323	1,082	148,405
620	Property Taxes	17,970		17,970
630	Advertising	14,679		14,679
640	Dues and Fees			0
650	Professional and Staff Development	225	7,621	7,846
680	Information Technology Services	445		445
	Total Services	248,057	11,819	259,876
<b>7XX SUPPLIES, MATERIALS AND MINOR EQUIPMENT</b>				
710	Supplies	9,084	15,992	25,076
740	Curricular and Media Materials		6,202	6,202
760	Minor Equipment	5,457	1,883	7,340
780	Information Technology Equipment	400	5,771	6,171
	Total Supplies, Materials and Minor Equipment	14,941	29,848	44,789
<b>96X-99 TRANSFERS</b>				
960	School Divisions			0
980	Organizations and Individuals			0
999	Recharge	39,900		39,900
	Total Transfers	39,900	0	39,900
<b>TOTALS</b>		739,463	1,364,327	2,103,790

\* Administration costs recharged from Function 500.



**OPERATING FUND - EXPENSE DETAIL: FUNCTION 400**  
For the Year Ended June 30, 2019

<b>COMMUNITY EDUCATION AND SERVICES</b>		10	20	30	40	
CODE	OBJECT \ PROGRAM	CONTINUING EDUCATION	ENGLISH AS AN ADDITIONAL LANGUAGE FOR ADULTS	COMMUNITY SERVICES AND RECREATION	PRE-KINDERGARTEN EDUCATION	TOTALS
3XX	SALARIES					
320	Executive, Managerial and Supervisory		74,896	32,858		107,754
330	Instructional - Teaching		209,360	181,441	800	391,601
350	Instructional - Other		25,603	603,293	311,182	940,078
360	Technical, Specialized and Service	36,202		38,231		74,433
370	Secretarial, Clerical and Other		44,442			44,442
380	Clinician					0
390	Information Technology					0
	Total Salaries	36,202	354,301	855,823	311,982	1,558,308
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	8,658	38,952	112,076	69,431	229,117
5-6XX	SERVICES					
510	Professional, Technical and Specialized	7,223		20,768	43,447	71,438
520	Communications		1,122	6,735		7,857
540	Travel and Meetings			4,753	4,709	9,462
570	Printing and Binding		489			489
580	Insurance and Bond Premiums	165				165
590	Maintenance and Repair Services	120	9,785		8,382	18,287
610	Rentals	135,359		4,342	50	139,751
630	Advertising					0
640	Dues and Fees	11,560		135		11,695
650	Professional and Staff Development		486	6,009	11,479	17,974
680	Information Technology Services			1,854		1,854
	Total Services	154,427	11,882	44,596	68,067	278,972
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT					
710	Supplies	1,785	2,927	71,573	78,134	154,419
740	Curricular and Media Materials		1,004	8,175	8,180	17,359
760	Minor Equipment			504	1,705	2,209
780	Information Technology Equipment					0
	Total Supplies, Materials and Minor Equipment	1,785	3,931	80,252	88,019	173,987
96X-99	TRANSFERS					
980	Organizations and Individuals					0
999	Recharge *		28,975			28,975
	Total Transfers	0	28,975	0	0	28,975
	<b>TOTALS</b>	<b>201,072</b>	<b>438,041</b>	<b>1,092,747</b>	<b>537,499</b>	<b>2,269,359</b>

**OPERATING FUND - EXPENSE DETAIL: FUNCTION 500**  
For the Year Ended June 30, 2019

DIVISIONAL ADMINISTRATION		10	20	30	50	
CODE	OBJECT \ PROGRAM	BOARD OF TRUSTEES	INSTRUCTIONAL MANAGEMENT & ADMINISTRATION	BUSINESS AND ADMINISTRATIVE SERVICES	MANAGEMENT INFORMATION SERVICES	TOTALS
3XX	SALARIES					
310	Trustees Remuneration	202,262				202,262
320	Executive, Managerial and Supervisory		532,723	547,497	113,234	1,193,454
360	Technical, Specialized and Service					0
370	Secretarial, Clerical and Other		347,964	589,728	28,766	966,458
390	Information Technology				258,144	258,144
	Total Salaries	202,262	880,687	1,137,225	400,144	2,620,318
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	27,975	95,806	216,354		340,135
5-6XX	SERVICES					
510	Professional, Technical and Specialized	95,611	234,153	139,013	78,045	546,822
520	Communications	9,361	106,488	22,413	3,933	142,195
540	Travel and Meetings	11,426	32,437	72,124	5,648	121,635
570	Printing and Binding		2,414	4,963		7,377
580	Insurance and Bond Premiums			90,531		90,531
590	Maintenance and Repair Services			5,756		5,756
610	Rentals			263		263
630	Advertising		11,571	5,015		16,586
640	Dues and Fees	113,249	13,098	8,908		135,255
650	Professional and Staff Development	29,122	61,041	34,320	15,121	139,604
680	Information Technology Services	9,844	5,262	5,572	79,338	100,016
	Total Services	268,613	466,464	388,878	182,085	1,306,040
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT					
710	Supplies	207	28,757	24,104	2,205	55,273
740	Curricular and Media Materials			57		57
760	Minor Equipment		1,401	2,790	2,749	6,940
780	Information Technology Equipment	14,872	21,204	4,607	24,175	64,858
	Total Supplies, Materials and Minor Equipment	15,079	51,362	31,558	29,129	127,128
96X-99	TRANSFERS					
960	School Divisions					0
980	Organizations and Individuals					0
999	Recharge *			(68,875)		(68,875)
	Total Transfers	0	0	(68,875)		(68,875)
	<b>TOTALS</b>	<b>513,929</b>	<b>1,494,319</b>	<b>1,705,140</b>	<b>611,358</b>	<b>4,324,746</b>

\* Reallocation of administration costs associated with Adult Learning Centre operations to Function 300 or with EAL operation in Function 400.



**OPERATING FUND - EXPENSE DETAIL: FUNCTION 600**

For the Year Ended June 30, 2019

INSTRUCTIONAL AND OTHER SUPPORT SERVICES		05	10	20	30	80	
CODE	OBJECT \ PROGRAM	CURRICULUM CONSULTING & DEVELOPMENT ADMINISTRATION	CURRICULUM CONSULTING & DEVELOPMENT	LIBRARY / MEDIA CENTRE	PROFESSIONAL AND STAFF DEVELOPMENT	OTHER	TOTALS
3XX	SALARIES						
320	Executive, Managerial and Supervisory	88,909					88,909
330	Instructional - Teaching		365,826		587,917		953,743
350	Instructional - Other			1,200,081	11,682	888,512	2,100,275
360	Technical, Specialized and Service		27,443			27,752	55,195
370	Secretarial, Clerical and Other		33,819			73,956	107,775
390	Information Technology						0
	Total Salaries	88,909	427,088	1,200,081	599,599	990,220	3,305,897
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	5,194	30,791	252,707	37,435	183,536	509,663
5-6XX	SERVICES						
510	Professional, Technical and Specialized				12,769	375,521	388,290
520	Communications		6,302	1,767		6,320	14,389
540	Travel and Meetings		2,747			5,297	8,044
560	Tuition						0
570	Printing and Binding			4,247			4,247
580	Insurance and Bond Premiums					694	694
590	Maintenance and Repair Services		1,052	3,374		710	5,136
610	Rentals						0
630	Advertising					120	120
640	Dues and Fees			3,071	470		3,541
650	Professional and Staff Development		78	7,274	534,041	4,854	546,247
680	Information Technology Services			64,964		51	65,015
	Total Services	0	10,179	84,697	547,280	393,567	1,035,723
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT						
710	Supplies		140	19,645	4,013	203,369	227,167
740	Curricular and Media Materials			231,123	1,101	1,824	234,048
760	Minor Equipment			9,836		37,193	47,029
780	Information Technology Equipment			1,982		4,379	6,361
	Total Supplies, Materials and Minor Equipment	0	140	262,586	5,114	246,765	514,605
96X-99	TRANSFERS						
960	School Divisions						0
980	Organizations and Individuals					141,735	141,735
	Total Transfers					141,735	141,735
	<b>TOTALS</b>	<b>94,103</b>	<b>468,198</b>	<b>1,800,071</b>	<b>1,189,428</b>	<b>1,955,823</b>	<b>5,507,623</b>

**OPERATING FUND - EXPENSE DETAIL: FUNCTION 700**  
For the Year Ended June 30, 2019

TRANSPORTATION OF PUPILS		10	20	70	80	90	TOTALS
CODE	OBJECT \ PROGRAM	ADMINISTRATION	REGULAR	ALLOWANCES IN LIEU OF TRANSPORTATION	BOARDING OF STUDENTS/ DORMITORIES	FIELD TRIPS AND OTHER	
3XX	SALARIES						
320	Executive, Managerial and Supervisory	136,460					136,460
350	Instructional - Other						0
360	Technical, Specialized and Service		2,087,669				2,087,669
370	Secretarial, Clerical and Other	76,945					76,945
390	Information Technology						0
	Total Salaries	213,405	2,087,669		0	0	2,301,074
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	40,277	481,158				521,435
5-6XX	SERVICES						
510	Professional, Technical and Specialized						0
520	Communications	4,477	4,302				8,779
540	Travel and Meetings	452					452
550	Transportation of Pupils		215,671	272,388		748	488,807
570	Printing and Binding						0
580	Insurance and Bond Premiums		62,882				62,882
590	Maintenance and Repair Services	233	93,546				93,779
610	Rentals		26				26
630	Advertising						0
640	Dues and Fees	1,016					1,016
650	Professional and Staff Development	5,350	11,172				16,522
680	Information Technology Services	16,730	24				16,754
	Total Services	28,258	387,623	272,388	0	748	689,017
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT						
710	Supplies	5,217	842,836				848,053
740	Curricular and Media Materials		283				283
760	Minor Equipment	136,546	4,349				140,895
780	Information Technology Equipment	4,197	5,408				9,605
	Total Supplies, Materials and Minor Equipment	145,960	852,876		0	0	998,836
96X-99	TRANSFERS						
960	School Divisions						0
980	Organizations and Individuals						0
999	Recharge		(479,287)			479,287	0
	Total Transfers	0	(479,287)	0	0	479,287	0
	TOTALS	427,900	3,330,039	272,388	0	480,035	4,510,362



**OPERATING FUND - EXPENSE DETAIL: FUNCTION 800**  
For the Year Ended June 30, 2019

<b>OPERATIONS AND MAINTENANCE</b>		10	20	50	70	80	
CODE	OBJECT \ PROGRAM	ADMINISTRATION	SCHOOL BUILDINGS MAINTENANCE	SCHOOL BUILDINGS REPAIRS AND REPLACEMENTS	OTHER BUILDINGS	GROUNDS	TOTALS
3XX	SALARIES						
320	Executive, Managerial and Supervisory	317,851					317,851
360	Technical, Specialized and Service		6,046,730	40,931	113,121	70,630	6,271,412
370	Secretarial, Clerical and Other	133,120					133,120
390	Information Technology						0
	Total Salaries	450,971	6,046,730	40,931	113,121	70,630	6,722,383
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	80,113	1,395,529	7,595	25,679	4,378	1,513,294
5-6XX	SERVICES						
510	Professional, Technical and Specialized	6,600	3,992	3,307		113,380	127,279
520	Communications	32,901	1,345				34,246
530	Utility Services		1,874,243		207,614		2,081,857
540	Travel and Meetings	2,426	720				3,146
570	Printing and Binding						0
580	Insurance and Bond Premiums		223,579		7,078		230,657
590	Maintenance and Repair Services	512	436,079	646,250	9,200	274,545	1,366,586
610	Rentals		132		69,930	312	70,374
620	Property Taxes		80,304		92,041	17,895	190,240
630	Advertising						0
640	Dues and Fees	3,368	2,247				5,615
650	Professional and Staff Development	6,465	9,997				16,462
680	Information Technology Services	131,825					131,825
	Total Services	184,097	2,632,638	649,557	385,863	406,132	4,258,287
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT						
710	Supplies	7,819	793,316	2,059	8,770	128,887	940,851
740	Curricular and Media Materials	225	8,120				8,345
760	Minor Equipment	291	121,664	25,218	679	8,073	155,925
780	Information Technology Equipment	1,917	357				2,274
	Total Supplies, Materials and Minor Equipment	10,252	923,457	27,277	9,449	136,960	1,107,395
96X-99	TRANSFERS						
999	Recharge						0
	<b>TOTALS</b>	<b>725,433</b>	<b>10,998,354</b>	<b>725,360</b>	<b>534,112</b>	<b>618,100</b>	<b>13,601,359</b>



**CAPITAL FUND SCHEDULE OF FINANCIAL POSITION**

as at June 30

	2019	2018
<b>Financial Assets</b>		
Cash and Bank	-	-
Due from		
- Provincial Government	1,611,938	1,489,110
- Federal Government	-	-
- Municipal Government	-	-
- First Nations	-	-
- Other Funds	2,731,437	1,269,198
Accounts Receivable	40,565	-
Accrued Investment Income	-	-
Portfolio Investments	-	-
	<u>4,383,940</u>	<u>2,758,308</u>
<b>Liabilities</b>		
Overdraft	3,053,866	1,165,635
Accounts Payable	1,765,367	2,610,411
Accrued Liabilities	290,985	-
Accrued Interest Payable	1,513,360	1,386,159
Due to		
- Provincial Government	-	-
- Federal Government	-	-
- Municipal Government	-	-
- First Nations	-	-
- Operating Fund	8,962,343	10,978,866
Deferred Revenue	-	-
Borrowings from the Provincial Government	90,170,906	84,566,009
Other Borrowings	23,592,410	18,297,116
	<u>129,349,237</u>	<u>119,004,196</u>
<b>Net Assets (Debt)</b>	<u>(124,965,297)</u>	<u>(116,245,888)</u>
<b>Non-Financial Assets</b>		
Net Tangible Capital Assets	<u>172,422,009</u>	<u>160,622,218</u>
<b>Accumulated Surplus / Equity *</b>	<u>47,456,712</u>	<u>44,376,330</u>
* Comprised of:		
Reserve Accounts	488,370	523,707
Equity in Tangible Capital Assets	46,968,342	43,852,623
	<u>47,456,712</u>	<u>44,376,330</u>

**CAPITAL FUND  
SCHEDULE OF REVENUE, EXPENSES  
AND ACCUMULATED SURPLUS**

For the Year Ended June 30

	2019	2018
<b>Revenue</b>		
Provincial Government		
Grants	-	1,770
Debt Servicing - Principal	4,714,303	4,505,725
- Interest	3,669,318	3,635,378
Federal Government	-	-
Municipal Government	-	-
Other Sources:		
Investment Income	-	-
Donations	416,817	442,739
MB Hydro grant	10,000	100,458
Gain / (Loss) on Disposal of Capital Assets	19,895	(266,542)
Gain on receipt of Modular classroom	-	-
	-	-
	-	200,000
	8,830,333	8,619,528
<b>Expenses</b>		
Amortization	6,464,444	6,061,423
Interest on Borrowings from the Provincial Government	3,669,318	3,635,378
Other Interest	609,985	541,916
Other Capital Items	-	1,200
	10,743,747	10,239,917
Current Year Surplus / (Deficit)	(1,913,414)	(1,620,389)
Net Transfers from (to) Operating Fund	4,993,796	3,925,180
Transfers from Special Purpose Fund	-	-
Net Current Year Surplus (Deficit)	3,080,382	2,304,791
Opening Accumulated Surplus / Equity	44,376,330	42,071,539
Adjustments:	-	-
	-	-
Opening Accumulated Surplus / Equity as adjusted	44,376,330	42,071,539
<b>Closing Accumulated Surplus / Equity</b>	<b>47,456,712</b>	<b>44,376,330</b>



**SCHEDULE OF TANGIBLE CAPITAL ASSETS**  
at June 30, 2019

	Buildings and Leasehold Improvements		School Buses	Other Vehicles	Furniture / Fixtures & Equipment	Computer Hardware & Software *	Land	Land Improvements	Assets Under Construction	2019 TOTALS	2018 TOTALS
	School	Non-School									
<b>Tangible Capital Asset Cost</b>											
Opening Cost, as previously reported	182,615,026	2,177,320	5,491,824	503,082	2,519,997	3,381,769	19,072,060	1,132,660	13,597,244	230,490,982	212,042,746
Adjustments	-	-	-	-	-	-	-	-	-	-	-
Opening Cost adjusted	182,615,026	2,177,320	5,491,824	503,082	2,519,997	3,381,769	19,072,060	1,132,660	13,597,244	230,490,982	212,042,746
Add:											
Additions during the year	5,794,968	14,826,195	572,232	112,230	285,361	164,302	675,661	-	(4,126,149)	18,304,800	19,070,324
Less:											
Disposals and write downs	40,565	-	183,518	38,585	-	-	-	-	-	262,668	622,088
Closing Cost	188,369,429	17,003,515	5,880,538	576,727	2,805,358	3,546,071	19,747,721	1,132,660	9,471,095	248,533,114	230,490,982
<b>Accumulated Amortization</b>											
Opening, as previously reported	60,052,938	1,804,880	3,184,998	397,617	1,764,510	2,129,725		534,096		69,868,764	64,160,387
Adjustments	-	-	-	-	-	-		-		-	-
Opening adjusted	60,052,938	1,804,880	3,184,998	397,617	1,764,510	2,129,725		534,096		69,868,764	64,160,387
Add:											
Current period Amortization	5,103,977	227,644	420,834	44,162	275,769	278,792		113,266		6,464,444	6,061,423
Less:											
Accumulated Amortization on Disposals and Writedowns	-	-	183,518	38,585	-	-		-		222,103	353,046
Closing Accumulated Amortization	65,156,915	2,032,524	3,422,314	403,194	2,040,279	2,408,517		647,362		76,111,105	69,868,764
<b>Net Tangible Capital Asset</b>	123,212,514	14,970,991	2,458,224	173,533	765,079	1,137,554	19,747,721	485,298	9,471,095	172,422,009	160,622,218
<b>Proceeds from Disposal of Capital Assets</b>	40,565	-	5,418	14,477	-	-				60,460	2,500

\* Includes network infrastructure.

**SCHEDULE OF CAPITAL RESERVE ACCOUNTS**  
For the Year Ended June 30, 2019

Fund Name >	Buses	Ecole Rivière-Rouge	Amber Trails Site	Maples Common	R.F. Morrison-Addition	Totals
Opening Balance, July 1, 2018	127,733	395,974	-	-	-	<b>523,707</b>
Additions: (Provide a description of each transaction)						
Proceeds of Disposition	19,895					19,895
						-
						-
						-
						-
						-
						-
						-
						-
						-
<b>Total Additions</b>	19,895	-	-	-	-	19,895
Withdrawals: (Provide a description of each transaction)						
Purchase of Bus	55,232					55,232
						-
						-
						-
						-
						-
						-
						-
<b>Total Withdrawals</b>	55,232	-	-	-	-	55,232
Closing Balance, June 30, 2019	<b>92,396</b>	395,974	-	-	-	<b>488,370</b>

**SPECIAL PURPOSE FUND**  
**SCHEDULE OF FINANCIAL POSITION**  
as at June 30

	2019	2018
<b>Financial Assets</b>		
Cash and Bank	531,219	612,234
GST Receivable	-	-
Accrued Investment Income	-	-
Portfolio Investments	-	-
	531,219	612,234
<b>Liabilities</b>		
School Generated Funds Liability	377,718	475,677
Accounts Payable	-	-
Accrued Liabilities	-	-
Due to Other Funds	-	-
Deferred Revenue	-	-
	377,718	475,677
<b>Accumulated Surplus *</b>	153,501	136,557
* Comprised of:		
School Generated Funds Accumulated Surplus	153,501	136,557
Other Funds Accumulated Surplus	-	-
<b>Accumulated Surplus *</b>	153,501	136,557

**SPECIAL PURPOSE FUND  
SCHEDULE OF REVENUE, EXPENSES  
AND ACCUMULATED SURPLUS**

For the Year Ended June 30

	2019	2018
<b>Revenue</b>		
School Generated Funds	84,656	36,773
Other Funds	-	-
	-	-
	<u>84,656</u>	<u>36,773</u>
<b>Expenses</b>		
School Generated Funds	67,712	80,603
Other Funds	-	-
	-	-
	<u>67,712</u>	<u>80,603</u>
Current Year Surplus (Deficit)	16,944	(43,830)
Transfers (to) Operating Fund	-	-
Transfers (to) Capital Fund	-	-
Net Current Year Surplus (Deficit)	<u>16,944</u>	<u>(43,830)</u>
Opening Accumulated Surplus	136,557	180,387
Adjustments: School Generated Funds	-	-
Other Funds	-	-
Opening Accumulated Surplus as adjusted	<u>136,557</u>	<u>180,387</u>
<b>Closing Accumulated Surplus</b>	<u><u>153,501</u></u>	<u><u>136,557</u></u>

**STUDENT ENROLMENTS (FRAME) AND TRANSPORTATION STATISTICS  
(UNAUDITED)**

ENROLMENTS BY PROGRAM	F.T.E. Enrolment September 30, 2018
<b>REGULAR INSTRUCTION</b>	
English Language - Single Track	6,615.0
Francais - Single Track	-
French Immersion - Single Track	618.5
Dual Track	
- English Language	2,340.8
- Francais	
- French Immersion	1,334.0
- Other Bilingual	<u>227.5</u>
Senior Years Technology Education	<u>170.5</u>
<b>TOTAL NUMBER OF FULL TIME EQUIVALENT K - 12 STUDENTS</b>	<u><u>11,306.3</u></u>

TRANSPORTATION OF PUPILS	
TRANSPORTED STUDENTS (September 30)	2,764
TOTAL KILOMETERS - LOG BOOK (For the period ended June 30)	1,168,055
TOTAL KILOMETERS - BUS ROUTES (For the period ended June 30)	722,610
LOADED KILOMETERS (For the period ended June 30)	396,640

**FULL TIME EQUIVALENT PERSONNEL (UNAUDITED)**  
For the 2018/19 Fiscal Year

CODE	OBJECT \ FUNCTION	FUNCTION 100	FUNCTION 200	FUNCTION 300	FUNCTION 400	FUNCTION 500	FUNCTION 600	FUNCTION 700	FUNCTION 800	TOTALS
320	Executive, Managerial, & Supervisory	51.50	4.30	1.00	2.00	8.60	0.50	2.00	3.50	73.40
330	Instructional - Teaching	664.72	97.15	5.50			3.75			771.12
350	Instructional - Other	40.27	248.82	2.50	13.15		38.46			343.20
360	Technical, Specialized And Service	1.40			0.60		1.00	38.80	114.50	156.30
370	Secretarial, Clerical And Other	54.60	1.50	0.80	1.25	16.25	2.00	1.50	2.50	80.40
380	Clinician		20.00							20.00
390	Information Technology	6.25				3.75				10.00
<b>TOTALS (excluding Trustees)</b>		<b>818.74</b>	<b>371.77</b>	<b>9.80</b>	<b>17.00</b>	<b>28.60</b>	<b>45.71</b>	<b>42.30</b>	<b>120.50</b>	<b>1,454.42</b>

510 Contracted Clinicians (include private clinicians where possible)		1.30
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310 TRUSTEES		9.00
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**CALCULATION OF ADMINISTRATION COSTS  
AS A PERCENTAGE OF TOTAL EXPENSES**

**Administration Costs**

Divisional Administration, Function 500	4,324,746	
Less: Liability Insurance	69,046	
Administration portion of self-funded expenses (see below)	0	*
Trustee election costs	-	
	<u>4,255,700</u>	<b>(A)</b>

**Expense Base**

Total Operating Expenses	145,291,779	
Plus: Transfers to Capital	4,993,796	
Less: Adult Learning Centres, Function 300	2,103,790	
	<u>148,181,785</u>	<b>(B)</b>

**Percentage (A) / (B)** 2.87%

**Maximum Allowable Percentage** 3.00%

Calculation of Maximum Allowable Percentage:  
 If F.T.E. Enrolment is 5,000 or over = 3.00%  
 If F.T.E. Enrolment is 1,000 or less = 3.60%  
 If F.T.E. Enrolment is between 1,000 and 5,000, calculated as:  
 (3.00% + (5,000 – division enrolment) X 0.0001500%) to a maximum of 3.60%  
 4.25% limit for Northern divisions

**Self-Funded Expenses (fully offset by incremental revenues):**

**International Student Programs**

<b>Expenses (1)</b>		
Instructional	-	
Administration (deducted above)	-	*
Other: _____	-	
	<u>0</u>	
 Associated Revenue <sup>(2)</sup>	 <u>-</u>	

**Self-Administered Pension Plans**

<b>Expenses (1)</b>		
Administration (deducted above)	-	*
Other: _____	-	
	<u>0</u>	
 Associated Revenue <sup>(2)</sup>	 <u>-</u>	

(1) Incremental costs of the program.  
 (2) Tuition fees from international students or the pension plan administration fee.