

expense | monthly tracking report



claimant | Church, Susan
 position | Director, Area II
 level | Director
 reporting period | May 1 to June 30, 2013
 date of report | August 14, 2013

**Calgary Board
 of Education**



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Workshop meeting with Admin. Secretaries and eHr PeopleSoft	05/01/2013	Refreshments and lunch for meeting	\$235.73	hospitality	BUS catering
RAM reconciliation meeting with Principals and Finance department	05/03/2013	Refreshments for meeting	\$524.10	hospitality	BUS catering
Meeting with Area Learning Team	05/06/2013	Refreshments for meeting	\$89.25	hospitality	BUS catering
Principals' Meeting	05/22/2013	Refreshments for meeting	\$301.88	hospitality	BUS catering
Staff Appreciation	05/08/2013	Farewell lunch for employee	\$24.68	working session	employee recognition
Banff East Gate Park Pass	05/08/2013	Banff East Gate Park Pass - Day	\$19.60	travel	BUS general
College of Alberta School Superintendents (CASS)	05/10/2013	Accommodations	\$666.92	travel	BUS accommodation
Meeting with Area Learning Team	05/07/2013	Refreshments for meeting	\$90.83	hospitality	BUS catering
Assistant Principals' Mtg.	05/28/2013	Refreshments for meeting	\$562.28	hospitality	BUS catering
Meeting with Area Learning Team	06/03/2013	Refreshments for meeting	\$528.93	hospitality	BUS food/non alcoholic beverage
Principals' Meeting	06/12/2013	Refreshments for meeting	\$1,251.39	hospitality	BUS catering
Survey Monkey Yearly Subscription	05/30/2013	Subscription for On-Line Survey for Area II	\$299.00	other disclosed	membership, due, fees
Meeting with Area Learning Team	06/28/2013	Refreshments for meeting	\$154.88	hospitality	BUS catering
Staff Appreciation	06/21/2013	Lunch for office staff	\$76.07	working session	employee recognition
Staff Appreciation	06/27/2013	Lunch for Directors' during interviews	\$44.03	working session	employee recognition

SANDWICHES' N MORE LUNCH & CATERING CO. LTD.

61 Royal Oak Cove N.W. Calgary, AB T3G 4X7
403-301-5220
sandwiches@shaw.ca

Date	Invoice #
5/1/2013	39214

Bill To:
CALGARY BOARD OF EDUCATION

Delivered to:
MOUNT VIEW 2004- 4TH STREET, NE SHIRLEY 403-777-8720 EXT 0

Quantity	Description	Unit Cost	Cost
24	SANDWICHES AND WRAPS **NO VEGETARIAN**	5.50	132.00
1	✓ EXTRA SMALL FRUIT with yogurt dip	20.00	20.00
48	✓ SMALL COOKIES	1.25	60.00
	✓ PLATES & NAPKINS, 1 SPOON, TONGs(d)	0.00	0.00
	DELIVERY CHARGE	12.50	12.50
	PAID BY MASTERCARD - THANKS	0.00	0.00
	SHIRLEY J. PENDREE	5.00%	11.23
	GST On Sales		

Payment is due within 30 days of the invoice date.

Subtotal	\$224.50
5% GST	\$11.23
Total	\$235.73

Delivery	Label	People	P.O. #
11:00	Mount View	24	

2
7



Good Earth
COFFEEHOUSE AND BAKERY

1582332 Alberta Ltd

c/o Good Earth Coffee House & Bakery - CBE

908 - 13 Avenue SW

Calgary, Alberta T2R 0L3

B: 403.455.6255

F: 403.366.3794

Email: goodearthcbe@shaw.ca

B/N 829513001

Contact: Shirley Pendree		Company Name: CBE			
Address: 1221 - 8 Street SW.		Date Required: May 03, 2013 (Friday)			
Calgary, Alberta T2R - 0L4		Time Required: 7:30 am & 12:45 pm			
Bus: 403.777.8750 ext: 2233 / F: 403.777.8759		Email: "SJPendree@cbe.ab.ca"			
VISA or M/C # :		Delivery Address: Multi Purpose Room			
Expiry Date:		Reference: Area II Office			
Invoice #: 004 - 34 CBE Pendree					
	Description	Unit	\$ Price/Unit	Qty	Total
Rise & Shine	Muffins - Assorted	1	\$ 1.99	36	\$ 71.64
	Scones - Assorted	1	\$ 2.50	36	\$ 90.00
	Coffee - Urn 25 cups Of 8oz each	1	\$ 45.00	2	\$ 90.00
	Tea - Urn 10 cups of 8 oz each	1	\$ 20.00	1	\$ 20.00
	Bottled Water	1	\$ 1.00	24	\$ 24.00
	Bottled Beverages	1	\$ 2.25	12	\$ 27.00
	Pop - Assorted	1	\$ 1.00	10	\$ 10.00
Snack Time	Cookies - Assorted	1	\$ 2.00	40	\$ 80.00
	Coffee - Urn 25 cups Of 8oz each	1	\$ 45.00	1	\$ 45.00
	Bottled Water	1	\$ 1.00	18	\$ 18.00
	Bottled Beverages	1	\$ 2.25	6	\$ 13.50
	Pop - Assorted	1	\$ 1.00	10	\$ 10.00
Special Notes				Subtotal	\$ 499.14
				Delivery	\$ -
				Total X-Tax	\$ 499.14
		<i>THANK YOU !</i>		GST 5%	\$ 24.96
				TOTAL	\$ 524.10

SANDWICHES' N MORE LUNCH & CATERING CO. LTD.

Invoice



61 Royal Oak Cove N.W. Calgary, AB T3G 4X7
403-301-5220
sandwiches@shaw.ca

Date	Invoice #
5/6/2013	39239

Bill To:
CALGARY BOARD OF EDUCATION

Delivered to:
MOUNT VIEW 2004- 4TH STREET, NE MAUREEN 777-8720 X 0

Quantity	Description	Unit Cost	Cost
20	FRESHLY BAKED GOODS with butter	1.75	35.00
50	CHEESE AND CRACKERS complimented with grapes	0.75	37.50
	SMALL PLATES & NAPKINS, 13 KNIVES	0.00	0.00
	DELIVERY CHARGE	12.50	12.50
	PAID BY MASTERCARD - THANKS MAUREEN BOUCHART	0.00	0.00
	GST On Sales	5.00%	4.25

Payment is due within 30 days of the invoice date.

Subtotal	\$85.00
5% GST	\$4.25
Total	\$89.25

Delivery	Label	People	P.O. #
8:00	MOUNT VIEW	10	

SANDWICHES' N MORE LUNCH & CATERING CO. LTD.

Invoice

61 Royal Oak Cove N.W. Calgary, AB T3G 4X7
403-301-5220
sandwiches@shaw.ca

Date	Invoice #
5/22/2013	39398

Bill To:
CALGARY BOARD OF EDUCATION

Delivered to:
MOUNT VIEW 2004- 4TH STREET, NE SHIRLEY 403-777-8720 EXT 0

Quantity	Description	Unit Cost	Cost
✓ 50	FRESHLY BAKED GOODS with butter	1.75	87.50
250	CHEESE AND CRACKERS complimented with grapes	0.75	187.50
✓	SMALL PLATES & NAPKINS, 25 KNIVES	0.00	0.00
	DELIVERY CHARGE	12.50	12.50
	PAID BY MASTERCARD - THANKS MAUREEN BOUCHART	0.00	0.00
	GST On Sales	5.00%	14.38

Payment is due within 30 days of the invoice date.

Delivery	Label	People	P.O. #
8:00	MOUNT VIEW	50	

Subtotal	\$287.50
5% GST	\$14.38
Total	\$301.88

GST# 873746218

2

Daltons
3515, 26 Street N.E.
Calgary, AB T1Y 7E3
4032919225

SODEXHO - GREENWOOD INN
3515 26TH ST NE STREET
CALGARY AB

Sale: 235677
Station Sale: 5150
Station ID: 3
Date: 05/08/2013 11:00:11 AM
Table: 333
Guests: 2
Employee: Josie

CARD *****
CARD TYPE MASTERCARD
DATE 2013/05/08
TIME 6150 12:16:08
CLERK ID 316
RECEIPT NUMBER
F30614909-001-008-011-0
PRE-AUTHORIZATION
AMOUNT \$24.68

Item	Quantity	Total
Crab & Artichoke Dip n	1	10.00
Open Food	1	8.00
coffee	1	2.75
Tea	1	2.75
Subtotal		23.50
GST		1.18
Total		24.68

TIP _____
TOTAL _____

Total : 24.68

*** Room Charge ***
(Room Charge Only)

CHIP CARD SWIPED
APPROVED
AUTH# 141608 01-027
THANK YOU

Tip \$ _____
Subtotal \$ _____
Room: _____

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PRINT Name

Signature

FILL IN INFORMATION ABOVE
FOR ROOM CHARGES ONLY



405 Spray Avenue
P.O. Box 960
Banff, Alberta Canada T1L 1J4
T 403 762 2211 F 403 762 5755
G.S.T. Registration # 84968 1721 RT000

College of Alberta School Superintendent
MRS Susan Church
2004 4th St NE
Calgary AB T2E 3T8
Canada

INFORMATION INVOICE

Room :
Folio # :
Cashier # : 250251
Page # : 1 of 1
Group Name : College of Alberta School Superintende
Arrival : 05-08-13
Departure : 05-10-13

Date	Description	Additional Information	Charges	Credits
05-08-13	Package Charge		269.00	
05-08-13	Tourism Improvement Fee (2%)		5.18	
05-08-13	Alberta Tourism Levy (4%)		10.57	
05-08-13	Room GST (5%)		13.21	
05-08-13	Valet Parking		35.00	
05-08-13	Package GST (5%)		0.50	
05-09-13	Package Charge		269.00	
05-09-13	Tourism Improvement Fee (2%)		5.18	
05-09-13	Alberta Tourism Levy (4%)		10.57	
05-09-13	Room GST (5%)		13.21	
05-09-13	Valet Parking		35.00	
05-09-13	Package GST (5%)		0.50	
05-10-13	Mastercard	XXXXXXXXXXXXXX XX/XX		666.92
Total			666.92	666.92
Balance Due				0.00

GST Summary

Room 26.42
F&B 0.00
Other 4.33
Total 30.75

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay please contact David Roberts, General Manager, at David.Robertsgm@fairmont.com.
We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts from:
United States or Canada 1 800 441 1414
Pour information et réservations visitez notre web au
www.fairmont.com ou téléphoner au Hôtels Fairmont de:
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont

SANDWICHES' N MORE LUNCH & CATERING CO. LTD.

Invoice
AL

61 Royal Oak Cove N.W. Calgary, AB T3G 4X7
403-301-5220
sandwiches@shaw.ca

Date	Invoice #
5/7/2013	39257

Bill To: CALGARY BOARD OF EDUCATION ORDERED BY: MAUREEN 777-8720
--

Delivered to: MOUNT VIEW 2004- 4TH STREET, NE
--

Quantity	Description	Unit Cost	Cost
20	FRESHLY BAKED GOODS with butter	1.75	35.00
50	CHEESE AND CRACKERS complimented with grapes	0.75	37.50
	SMALL PLATES & NAPKINS, 7 KNIVES	0.00	0.00
	DELIVERY CHARGE	14.00	14.00
	PAID BY MASTERCARD - THANKS MAUREEN BOUCHART	0.00	0.00
	GST On Sales	5.00%	4.33

Payment is due within 30 days of the invoice date.

Subtotal	\$86.50
5% GST	\$4.33
Total	\$90.83

Delivery	Label	People	P.O. #
8:00	MOUNT VIEW	10	

SANDWICHES' N MORE LUNCH & CATERING CO. LTD.

Invoice

61 Royal Oak Cove N.W. Calgary, AB T3G 4X7
403-301-5220
sandwiches@shaw.ca

Date	Invoice #
5/28/2013	39457

Bill To:
CALGARY BOARD OF EDUCATION

Delivered to:
MOUNT VIEW 2004- 4TH STREET, NE SHIRLEY 403-777-8720 EXT 0

Quantity	Description	Unit Cost	Cost
36	36 SCRAMBLED OMELETTE 36 HOMEFRIES 36 HAM plus 36 SAUSAGE 36 TOAST with butter and jam - Salsa, 2 X ketchup bottle, salt & pepper shakers ✓ **TOASTER x 3**	11.75	423.00
✓ 20	INDIVIDUAL CUPS OF YOGURT WITH GRANOLA AND BERRIES	4.50	90.00
✓	LARGE PLATES & NAPKINS, 26 SPOONS, FORKS, KNIVES, 4 X SERVING SPOONS, 4 X TONGS	0.00	0.00
	DELIVERY & PICK-UP OF CROCKPOTS, ETC.	22.50	22.50
	PAID BY MASTERCARD - THANKS MAUREEN L. BOUCHART	0.00	0.00
	GST On Sales	5.00%	26.78

Payment is due within 30 days of the invoice date.

Delivery	Label	People	P.O. #
8:00	CBE	36	

Subtotal	\$535.50
5% GST	\$26.78
Total	\$562.28

GST# 873746218

60615 - Shirley Pendree Calgary Board Educ. Area II

2004 - 4 Street NE
Calgary, Alberta T2E 3T8

Main Phone : 403-777-8720 X0
Alt. Phone :
Status : FUN

Date	Ty	Chit/Inv	Description	Charges	Tax/Grat	Amount	DueDate	BusArea
		BF	Balance Fwd			-1,000.00		
Jun03/13	CH	31000524	31 - Dining Ro	1,234.00	294.93	1,528.93	Jun03/13	

					Total:	528.93		
		Current	1 Mths	2 Mths	3 Mths	Over 4 Mths		
		1,528.93	-1,000.00	0.00	0.00	0.00		

==== End of Report ====

----- Chit Details -----

Member: 60615 Calgary Board Educ. A
Server: Sica
Area: Events & Catering
Chit #: 31000558



Date: Jun 12/13 Time: 12:17pm

Room Rental 200.00
54 Eye Opener 810.00

Sub-Total: 1,010.00
Service Charge 181.80
GST F&B Service 59.59

Chit Total: \$1,251.39
=====

Member Charge \$1,251.39-

Gratuity: _____

Total: _____

Member Number: 60615

Signature: Calgary Board Educ. Area II

INVOICE

Calgary Elks Lodge and Golf Club
2502 6th Street NE
Calgary AB
T2E 3Z3

GST# 107296238

----- End of Chit -----



AC

Order #20934820

31-Mar-13

Close Print

Paid on May 30, 2013

DESCRIPTION	USER NAME	SUBSCRIPTION PERIOD	QUANTITY	PRICE	AMOUNT
Gold Plan	Area II	15-May-13 - 14-May-14	1	\$299	\$299

Total: \$299

BILLING DETAILS

NOTES

Susan Church
 Calgary Board of Education - Area II
 Mount View Elementary 1004 4 Street NE
 Calgary
 Alberta
 T2E3T8
 Canada
 (403) 777-8720 x0

Subscription Renewal Charge

Purchase Order Number:

PAYMENT INFORMATION

Payment made on May 30, 2013

Payment Method: MASTERCARD

Card Number(last 4 digits):



SurveyMonkey Europe Sarl
 1, Allée Scheffer, L-2520 Luxembourg
 Our VAT Registration Number: LU25301779. Contact: billing@surveymonkey.com

SANDWICHES' N MORE LUNCH & CATERING CO. LTD.

61 Royal Oak Cove N.W. Calgary, AB T3G 4X7
403-301-5220
sandwiches@shaw.ca

Date	Invoice #
6/28/2013	39765

Bill To:
CALGARY BOARD OF EDUCATION

Delivered to:
MOUNT VIEW 2004- 4TH STREET, NE MAUREEN 403-777-8720

Quantity	Description	Unit Cost	Cost
40	✓ FRESHLY BAKED GOODS with butter	1.75	70.00
1	✓ MEDIUM FRUIT with yogurt dip	65.00	65.00
	✓ SMALL PLATES & NAPKINS, 1 SPOON, 2 FORKS, 14 KNIVES	0.00	0.00
	DELIVERY CHARGE	12.50	12.50
	PAID BY MASTERCARD - THANKS MAUREEN BOUCHART	0.00	0.00
	GST On Sales	5.00%	7.38

Payment is due within 30 days of the invoice date.

Subtotal	\$147.50
5% GST	\$7.38
Total	\$154.88

Delivery	Label	People	P.O. #
8:00	MOUNT VIEW	20	

22

REA'S ITALIAN CUCINA
431 41 AVE N.E.
CALGARY, AB T2E2N4
403-230-7754

REA'S ITALIAN CUCINA
431 41st AVE NE
CALGARY AB
403 230-7754
GST # 567834657

MERCHANT ID: 27620300012 TERM ID: 002

SALE

XXXXXXXXXXXXXXXX

MASTERCARD ENTRY METHOD: CHIP
06/21/13 13:17:17
INV #: 000005 APPR CODE: 151717
BATCH #: 000061
REF #: 005

AMOUNT \$66.15
TIP \$9.92
=====

TOTAL **\$76.07**

PIN VERIFIED BY CARD ISSUER
CARDHOLDER AGREES TO PAY ABOVE
TOTAL AMOUNT IN ACCORDANCE WITH
CARD ISSUER'S AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)
RETAIN THIS COPY FOR STATEMENT
VERIFICATION
CARDHOLDER COPY
APPROVED

APPLICATION LABEL: MasterCard
AID: A0000000041010
TVR: 00 00 00 80 00
TSI: EB 00

BILL 11375
TAB 10
SERVER 2
PERSON 2

SEAT # 1

PETTO PESCATORE 18.00
PESCATO ALFREDO 16.00
ADD CHICKEN 7.00
10 SANDO SPEC 1.00
-FOOD 54.00

3x SOFT DRINK 3.00 9.00
-BEVERAGE 9.00

TAX 3.15

SUBTOTAL 66.15

SUBTOTAL 63.00
GST 3.15

SUBTOTAL **66.15**

26

Proudly serving Calgary since 1985!!!

Cedars Deli Café

3103 Edmonton Trail N.E.

Calgary Alberta

T2E 3N7

Qty Description	Extend
4 Chicken Shawarma	30.00
2 Salad and Pop Combo	6.98
1 6/baklava	4.95
Subtotal	41.93
GST 5.00%	2.10
Total	\$44.03
	\$44.03

Paid \$44.03, Change \$0.00

Receipt# 120505

Date: 6/27/2013, 10:39 AM

www.cedarsdeli.com

GST#869911214RT0001