expense | monthly tracking report

claimant | SMITH, Sydney position | Director, Area V

level | Director

reporting period | November 1 to December 31, 2013

date of report | February-14-14



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Staff apprecation lunch	12/20/13	staff appreciation	\$648.17	other disclosed	employee recognition
Accommodation meeting	11/19/13	accommodations' issues	\$347.62	corporate event	BUS accommodation
Cell phone	11/17/13	telephone		other disclosed	telecom/cell phone
Cell phone	12/17/13	telephone		other disclosed	telecom/cell phone
College of Alberta School Superintendents (CASS)	11/01/13	membership renewal	\$210.00	other disclosed	membership, due, fees
Principals meeting	11/13/13	refreshments for meeting		working session	BUS food/non alcoholic beverage
WIATT training	11/13/13	refreshments for meeting	\$72.64	working session	BUS food/non alcoholic beverage
Assistant principals meeting	11/25/13	refreshments for meeting		working session	BUS food/non alcoholic beverage
Principals meeting	12/11/13	refreshments for meeting	\$2,063.14	corporate event	BUS food/non alcoholic beverage
]



7207 FAIRMOUNT DRIVE SE CALGARY, AB T2H 0X6 INVOICE Invoice # 4121 **Delivery Date** 12/20/2013 1045-1145 **Delivery Time Delivery Address**

order@officegourmetcatering.com

Bill To

Calgary Board of Education 1123 - 87th Avenue SW Calgary, AB T2V 0W1

Attn: Ann Clare

GST/HST No.

844879072

Calgary Board Education 1123 - 87th Avenue SW Calgary, AB T2W 3Z4

P.O.	No.		Site Contact	Ann Clare	
Terr	erms Due on receipt		Site Phone	403-777-8780)
Item	Qty	Descrip	Rate	Amount	
163	17	OLD STYLE ROTISSERIE CHICKEN Slow roasted in our rotisserie golden bro of herbs and spices	15.95 d	271.15T	

1	٠.,	2 company		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
163	17	OLD STYLE ROTISSERIE CHICKEN Slow roasted in our rotisserie golden brown, seasoned with a special blend of herbs and spices	15.95	271.15T
173	17	BOUQUET OF FRESH VEGETABLES ROASTED POTATOES CRUSTY ROLLS AND BUTTER CHICKEN BREAST PASTA ALFREDO Combine the classic penne pasta Alfredo with chicken	15.95	271.15T
		GARLIC TOAST YOUNG MIXED GREENS (17 PPL)		
		CAESAR SALAD (17 PPL) SWEETS TRAY (34 PPL)		
312 399		DELIVERY CHARGE SERVICE CHARGE (18%) GST Collected on Sales	15.00 60.00 5.00%	15.00T 60.00T 30.87
		Staff appreciation		
		L		

Please remit the TOTAL BALANCE UPON RECEIPT, cheques payable to: Subtotal CAD 617.30 CRAVINGS MARKET RESTAURANT INC. 7207 Fairmount Drive S.E. Calgary AB T2H 0X6 Tel. 403.256.9344 Fax. 403.254-8147 **GST** CAD 30.87 EFT: notify ar@greateventsgroup.com and pay to account 00009-010-5499119 CIBC 309-8th Avenue SW Calgary AB T2P 1C6 **Total** CAD 648.17

Phone 403.256.9344



7207 FAIRMOUNT DRIVE SE CALGARY, AB T2H 0X6 INVOICE Invoice # 3608 **Delivery Date** 11/19/2013 **Delivery Time** 430-500

Delivery Address

Calgary Board Education 1123 - 87th Avenue SW Calgary, AB T2W 3Z4

Site Contact	Ann Clare	_
Site Phone	403-777-8780	

Bill To Calgary Board of Education 1123 - 87th Avenue SW Calgary, AB T2V 0W1 Attn: Ann Clare

P.O.	No				\top		
				Site Contact	An	n Clare	
Teri		Due on receipt		Site Phone	403-777-8780		
Item	Qty	Description Rate Am					Amount
		CLASSIC MEAT LASAGNA Layered pasta, ground beef, ricotta a tomato basil sauce GARLIC TOAST	nd mozzarella cl	neese with		15.95	239.25T
		SPINACH SALAD SWEETS TRAY					
295	1	5 SOFT DRINKS				2.25	33.75T
312 399		DELIVERY CHARGE SERVICE CHARGE (18%) GST Collected on Sales				15.00 43.065 5.00%	15.00T 43.07T 16.55
		accommodation open house.	w-GA	Dan	J)	

Please remit the TOTAL BALANCE UPON RECEIPT, cheques payable to: CRAVINGS MARKET RESTAURANT INC. 7207 Fairmount Drive S.E. Calgary AB T2H 0X6 Tel. 403.256.9344 Fax. 403.254-8147 EFT: notify ar@greateventsgroup.com and pay to account 00009-010-5499119 CIBC 309-8th Avenue SW Calgary AB T2P 1C6

Subtotal	CAD 331.07		
GST	CAD 16.55		
Total	CAD 347.62		

GST/HST No. 844879072 Phone 403.256.9344 order@officegourmetcatering.com Mobi-

Bill Date: November 17, 2013

SYDNEY SMITH Mobile Re Area V Office Account #

Next Bill Date: December 17, 2013

676of 1829\

CURRENT CHARGES to. ---

Total current charges		\$54.14
GST		2.57
Taxes		
Long distance		0.07
	628 events	0.00
Text Messaging 250 - Share Un	limited Incoming Messages	
	507 events	0.00
Text Messaging 250 - Share Inc	d. Messages	
Comverse MMSC	8 events	0.00
@\$.00/MB	0.1182 MB	0.00
Service zone		
@\$.00/minute	509:00 min:sec	0.00
Bell to Bell Calling 10 - Mob Bel	l Mobility to Bell Mobility	
@\$.00/minute	76:41 min:sec	0.00

Mobil.

Bill Date: December 17, 2013

SYDNEY SMITH

Mobile ^p Area V Office Account #

Next Bill Date: January 17, 2014

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CURRENT CHARGES -

Total current charges			\$54.07
GST			2.57
Taxes			
	532	events	0.00
Text Messaging 250 - Share Incl. N	/lessages		
		events	0.00
Travel text saver Unlimited Incomin	ng Messages		
Short Code programs	5	events	0.00
Comverse MMSC	6	events	0.00
@\$.00/MB	0.3263	MB	0.00
Service zone			
@\$,00/minute	409:00	min:sec	0.00
Bell to Bell Calling 10 - Mob Bell M	obility to Bell Mo	bility	
@\$.00/minute	190:04	min:sec	0.00

CLARE, Ann D

From: Smith, Sydney A

Sent: November-28-13 3:32 PM

To: CLARE, Ann D

Subject: FW: Transaction Receipt (Ref:CASS2011-1253)

Sydney Smith

Director, Area V

Calgary Board of Education | www.cbe.ab.ca t | 403-777-8780 | ext 0 f | 403-777-8789 The contents of this email & any attachment(s) are confidential & intended for the named recipient only. If you have received this email in error, please notify the sender immediately, delete this email & do not copy, use or disclose it.

----Original Message----

From: SAPDC Registration [mailto:register@sapdc.ab.ca]

Sent: November-01-13 4:39 PM

To: Smith, Sydney A

Subject: Transaction Receipt (Ref:CASS2011-1253)

To Sydney Smith

Subject: Electronic Receipt from CASS

.....

Our Reference: CASS2011-1253-1383287825 CASS2011

Thank you for your successful transaction. Our Payment Gateway has returned the status of this transaction as: TRANSACTION APPROVED.

If you have any queries with this transaction, please contact the merchant at

A copy of your receipt is attached below. Please retain this to assist us if you have any queries.

November 1, 2013 - 04:38:38 PM 3-TIER E-COMMERCE 5569X......500

AUTHORIZATION NUMBER: 1383287825_CASS2011

TOTAL: 210.00

REFERENCE NUMBER: CASS2011-1253

MERCHANT NAME: SAPDC

PLEASE RETAIN AS RECORD OF PURCHASE



		8	
STORE MGR DARCY COOK	(<u>4</u> n	3-255-2755	
GST/HST #8 WELCOME AIR MILES CO	317093735		
		0818	
GROCE	:RY		
DARE WHIPPIT IRISH RegPrice Card Savings	5.69 1.20-	4.49	
CHRISTIE TRISCUIT RegPrice Card Savings	3.15	3.00	
CHRISTIE TRISCUIT RegPrice Card Savings	3.15 .15-	3.00	
3 QTY DASANI WATER DEPOSIT CRF/RECYCLING FEE	.15-	10.00	
RegPrice Card Savings AQUAFINA WATER	16.95 6.95-	1.08	
DEPOSIT CRF/RECYCLING FEE	•	4.99 2.40 0.72	
RegPrice Card Savings	9.17 4.18-		
REFRIG/FF	ROZEN		
LUCERNE 2% MILK DEPOSIT CRF/RECYCLING FEE 2 QTY KRAFT CHEESE RegPrice	10.18	1.99 0.10 0.02 9.68	
Card Savings 2 OTY LACTANTIA CRE DEPOSIT CRF/RECYCLING FEE RegPrice Card Savings	.50- AM . 8.76 1.18-	7.58 0.20 0.04	
PRODUC			
DR DRIED FRUIT 2 QTY MINI MANDARIN: RegPrice Card Savings		16.99 G 2.99	
DÉLI			
VF MasterCard		4.69 4.69 5.59 9.99 6.29 5.59 .85 110.56	
ACCOUNT NUMBER ****** AUTHOR. #: 142827	*****060	9	
CHANGE FOTAL NUMBER OF ITEMS 11/25/13 12:28 0288 53	SOLD = (0026 885	.00 35 33	1

YOUR CASHIER TODAY WAS SELF

9479

CANDACE CLARE

Cosistant Rincipals/ Other meeting

Wattrainer SAFFWAY (

STORE MGR KELLY REID MNGR 403-238-1400 GST/HST #817093735

WELCOME AIR MILES COLLECTOR	0818
GROCERY	
CHRISTIE CRACKERS ResPrice 3.15 Card Savinss .16- CHRISTIE TRISCUIT ResPrice 3.15 Card Savinss .22- 2 QTY DIET COKE 12 PK DEPOSIT	2.99 2.93 12.98 G 2.40
REFRIG/FROZEN	
LUCERNE 2% MILK DEPOSIT CRF/RECYCLING FEE 2 QTY LUCERNE HALF&HALF DEPOSIT CRF/RECYCLING FEE ResPrice 5.94 Card Savings .60-	1.99 0.10 0.02 5.34 0.20 0.04
BAKED GOODS	
MUFFIN VARIETY BC MOLASSES COOKIE ResPrice 5.99 Card Savings .99-	7.99 5.00
PRODUCE	
1.260 kg NET @ \$1.94 /kg WT BANANAS SEEDLES MANDARINS RegPrice 5.99 Card Savings 1.00-	2.44 4.99
DELI	
LAUGHING COW VQR ResPrice 4.69 Card Savinss 1.69- LAUGHING COW VQR ResPrice 4.69 Card Savinss 1.69- MINI BABYBEL LITE MINI BABYBEL LITE MINI BABYBEL ORIG **** 5.0% GST **** TAX	3.00 3.00 5.59 10.99 .65 72.64 72.64
ACCOUNT NUMBER ************************************	609

Mincipals

REAL CANADIAN OFFICE

BUSINESSEE

CONTROL OF THE SERVICE

CONTROL O

RCSS - 10505 SOUTHPORT ROAD 403-225-6223 Big on Fresh, Low on Price Welcome Carc#: **************428*

Carc#: ******	******428*		
	1 FEBREZE AE S C&Z 1 AR EFFCT MED LAV , \$2.97 ea	GR GR	4,00
GROCERY			
	BEATRICE 2% MILK	R	1.90
×44000493652		R	0.02
*44000309447	DEPOSIT	R	0.10
06820051114	HALF&HALF CRM	R	
\$2.59 ea or			2 50
1 3 \$2.59 e		_	2.59
×44000493652		R	0.02
×44000309447		R	0.10
	TABLE CREAM	R	
\$3.48 ea or 1 3 \$3.48 e			3.48
×44000493652		R	0.02
×44000309447		R	0.10
05000036158	CARN CFEMATE	R	3.97
(2)0681000293			0.10
2 2 \$4.79	2 1111111 1 011222	30,00	9.58
06810002943	CHEESE SNACK MED	R	4.79
DELI			
04175701161	LAUHNG COW LIGHT	R	3.87
04175701176	FRENCH ONIDIN	R	3.87
04175701178	JALAPENO .	R	3.87
	BRIE CHEESE WHL	R	5,98
307378097175	BABYBEL ORIGINAL	R	7.77
PRODUCE			
2318000	LG.FRUIT PLATTER	GR	12.98 1000 Pts
81114900213	SLICED RED APPLE	R	4.98
ARCP: 50.00		***	-2.49
HOME	(41.30)		
(2)9	PLASTIC BAGS	GR	
2 @ \$0.05			0.10
SUBTOTAL	-		71.60
G=GST 5%	17.08 @ 5.000%		0.85
TOTAL			72.45
TRANSA	CTION RECORD		60
RI REAL DAVNEHTS	MEDINANT # ARADTOS		* 3

Coffee/tea & dessert station: Required

Mic/Podium: Required

DI Box: Required (to connect the clients laptop to the

house sound)

AV Table: Required (client will provide own equipment)

HP Screen: Required

Centrepleces: Use Heritage Park's centrepleces Linen: White tablecloths & White napkins

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Smoking is permitted in designated outdoor areas ONLY.

Please use receptacles provided.

<><>

Buffet Breakfast - 8:00am - 9:30am:

No special meals have been advised Special meals requested onsite that have not been pre-ordered may not be able to be accommodated

Country Farm House Breakfast

per person

59 \$22.00

\$1,298.00

Minimum 20 guests

Buttermilk pancakes with maple syrup and blueberries Scrambled eggs

Gluten free maple breakfast sausage and bacon

Country style potatoes and seasonal fresh fruit Honey toasted granola and yogurt Fresh Alberta Bakery pastries Muffins, danish, scones and croissants

Butter and fruit preserves
Assorted chilled juices
Freshly brewed coffee and tea selection

HP AN Equipment:

HP Screen (60" or 70")

each

1 \$30.00

\$30.00

EVENT COMMENTS

ITINERARY:

7:30am - Organizer arrives for set up

8:00am - Guests arrive, buffet breakfast available

12:00pm - Event wraps up

Subtotal	\$1,828,00	Paid	\$500.00	Pay Melhod	Card Number
Tax (5%)	\$1.50	Balance	\$1,563.14	Card Type	
Gratuity (18%)	\$233.64			Card Holder	Expires
Total	52,063.14			Signature	

PAYMENTS MADE				
Payment	Date	Method	Card Type	Acct Code
\$500.00	1/10/2013	Credit Card		C002358

11/15/2013 11:23 am Heritage Park Historical Village 2 of 4