

**TODD BURNSTAD**  
**CHIEF FINANCIAL OFFICER**  
**FOR THE PERIOD: SEPTEMBER 2016 to NOVEMBER 2016**

| DATE <sup>(1)</sup> | DESCRIPTION OF EVENT | EXPENSE TYPE | NET AMOUNT <sup>(2) (3) (4)</sup> | ATTACHMENTS |
|---------------------|----------------------|--------------|-----------------------------------|-------------|
|---------------------|----------------------|--------------|-----------------------------------|-------------|

#### 1) BUSINESS TRAVEL

*meetings outside the District and associated costs including transportation, accommodations, meals, incidentals, parking, etc.*

|           |  |               |    |        |
|-----------|--|---------------|----|--------|
| 18-Aug-16 | Leadership Team Off-Site Meeting - Lunch<br>(A. Anderson, L. Austin, T. Burnstad, G. Cooke, R. MacNeil, L. Morrison, K. Muhlethaler, L. Parker, K. Pharis, D. Robertson, M. Suderman, 1 EPSB Staff & 1 External Guest)<br>(see A. Anderson for Receipt)  | Meals         | \$ | 20.78  |
| 18-Aug-16 | Leadership Team Off-Site Meeting - Dinner<br>(A. Anderson, L. Austin, T. Burnstad, G. Cooke, R. MacNeil, L. Morrison, K. Muhlethaler, L. Parker, K. Pharis, D. Robertson, M. Suderman, 1 EPSB Staff & 1 External Guest)<br>(see A. Anderson for Receipt) | Meals         | \$ | 24.87  |
| 22-Aug-16 | Leadership Team Off-Site Meeting (D. Robertson, R. MacNeil, K. Muhlethaler, K. Pharis, M. Suderman, A. Anderson, L. Morrison, L. Austin, G. Cooke, L. Parker, T. Burnstad, 1 EPSB Staff & 1 guest)(see D. Robertson for Receipt)                         | Meals         | \$ | 52.37  |
| 22-Aug-16 | Leadership Team Off-Site Meeting (D. Robertson, R. MacNeil, K. Muhlethaler, K. Pharis, M. Suderman, A. Anderson, L. Morrison, L. Austin, G. Cooke, L. Parker, T. Burnstad, 1 EPSB staff & 1 guest)(see D. Robertson for Receipt)                         | Accommodation | \$ | 129.71 |

**Sub-Total: Business Travel**

**\$ 227.74**

#### 2) CONFERENCES

*costs of attending conferences, seminars or events including registration fees, transportation, accommodations, meals, etc.*

|           |  |              |    |          |                              |
|-----------|--|--------------|----|----------|------------------------------|
| 16-Sep-16 | School Board Governance Law Workshop   | Registration | \$ | 152.36   | <a href="#">Attachment 1</a> |
| 1-Nov-16  | ASBOA Membership                       | Membership   | \$ | 177.80   | <a href="#">Attachment 2</a> |
| 3-Nov-16  | CPA's CFO Leadership Program           | Registration | \$ | 8,078.05 | <a href="#">Attachment 3</a> |
| 22-Nov-16 | Practical Tips for Controllers & CFO's | Registration | \$ | 374.93   | <a href="#">Attachment 4</a> |

**Sub-Total: Conferences**

**\$ 8,783.14**

#### 3) HOSPITALITY (Hosting)

*cost of food, beverage, transportation and other amenities on behalf of the guests of EPSB*

|           |  |         |    |       |                              |
|-----------|--|---------|----|-------|------------------------------|
| 23-Sep-16 | Business Lunch with Edmonton Catholic School Board (T. Burnstad & 1 guest) | Hosting | \$ | 41.06 | <a href="#">Attachment 5</a> |
|-----------|--|---------|----|-------|------------------------------|

**Sub-Total: Hospitality**

**\$ 41.06**

#### 4) WORKING SESSIONS

*cost of meals, facility rental, travel in Edmonton, parking, or car allowance and other incidentals, while in the course of conducting district business*

|           |  |             |    |        |
|-----------|--|-------------|----|--------|
| 29-Aug-16 | Infrastructure Leadership Team Retreat Lunch (C. Wright, D. Martin, L. Parker, M. Proulx, Todd Burnstad, & 17 EPSB employees)(See C. Wright for receipt)               | Meals       | \$ | 21.86  |
| 30-Aug-16 | Infrastructure Leadership Team Retreat - Breakfast & Lunch (C. Wright, D. Martin, L. Parker, M. Proulx, Todd Burnstad, & 17 EPSB employees)(See C. Wright for receipt) | Meals       | \$ | 50.41  |
| 9-Sep-16  | Bi-Weekly Car Allowance  | Other Costs | \$ | 129.39 |
| 23-Sep-16 | Bi-Weekly Car Allowance  | Other Costs | \$ | 129.39 |
| 7-Oct-16  | Bi-Weekly Car Allowance  | Other Costs | \$ | 129.39 |
| 21-Oct-16 | Bi-Weekly Car Allowance  | Other Costs | \$ | 129.39 |
| 4-Nov-16  | Bi-Weekly Car Allowance  | Other Costs | \$ | 129.39 |
| 18-Nov-16 | Bi-Weekly Car Allowance  | Other Costs | \$ | 129.39 |

**Sub-Total: Working Sessions**

**\$ 848.61**

**TOTAL EXPENSES REPORTED FOR THE PERIOD \$ 9,900.55**

**Notes:**

*(1) Invoice date may not coincide with the expense reporting period*

*(2) A receipt is not required for expenses for which an allowance is paid (i.e. car allowance, per diems)*

*(3) Edmonton Public Schools receives a partial GST rebate for District expenses (1.5843% of GST rate is paid). Amounts reported above include the net GST amount*

*(4) The net amount is the amount expensed to an EPSB Official. Net Amount does not reflect a portion of the receipt that is attributed to another EPSB official's expense report.*

## Payment Details

|                         |                         |
|-------------------------|-------------------------|
| <b>Transaction Type</b> | Purchase                |
| <b>Reference Number</b> | schoolboard2016-M7RQK-1 |
| <b>Date &amp; Time</b>  | 9/16/2016 5:24:35 PM    |
| <b>Card Type</b>        | Visa                    |
| <b>Card Number</b>      | ██████████              |
| <b>Expiration Date</b>  | ██                      |

Processed By



16-1815 Ironstone Manor  
 Pickering, ON L1W 3W9  
**Toll Free:** (877) 778-7873  
**Fax:** (905) 420-8852

**The charges will appear  
 as DotCom Your Event  
 on your credit card  
 statement.**

## Event Fees

|   |                     |
|---|---------------------|
| <b>Registration Fee x [ 1 ] @ \$149.00 CAD each</b> | <b>\$149.00 CAD</b> |
| .....   |                     |
| <b>Subtotal</b>                                     | <b>\$149.00 CAD</b> |
| <b>5% GST (865238042)</b>                           | <b>\$7.45 CAD</b>   |
| <b>Total</b>  | <b>\$156.45 CAD</b> |
| <b>Paid This Time</b>                               | <b>\$156.45 CAD</b> |
| <b>Total Paid</b>                                   | <b>\$156.45 CAD</b> |
| <b>Balance Due</b>                                  | <b>\$0.00 CAD</b>   |

# Association of School Business Officials of Alberta (ASBOA)

# Invoice

| Date       | Invoice # |
|------------|-----------|
| 03/09/2016 | 300000781 |

| Bill To   |
|---|
| Todd Burnstad<br>Edmonton Public Schools<br>One Kingsway Avenue<br>Edmonton, AB T5H 4G9<br>Canada |

| Member Information  |
|---|
| Todd Burnstad<br>Edmonton Public Schools<br>One Kingsway Avenue<br>Edmonton, AB T5H 4G9<br>Canada |

| PO | Terms          | Due Date   |
|----|----------------|------------|
|    | Due in 30 days | 03/10/2016 |

| Description                        | Amount           |
|------------------------------------|------------------|
| Associate Membership 2017          | \$355.00         |
| Are you a member of Zone 2?        | \$25.00          |
| <b>Total</b>                       | <b>\$380.00</b>  |
| <b>Membership for Todd &amp; 1</b> | <b>5.00% GST</b> |
| <b>EPSB Staff</b>                  | <b>Total</b>     |
|                                    | <b>\$399.00</b>  |
| <b>Balance Due</b>                 | <b>\$399.00</b>  |

ASBOA GST Registration # 77448 0891 RT0001

We do not accept credit card payments at this time .Please remit your payment to:

Association of School Business Officials of Alberta  
1200, 9925 - 109 Street  
Edmonton, AB., T5K 2J8

2016-2017 Membership Fees

31/08/2016

Location: [Search](#) > View Cart

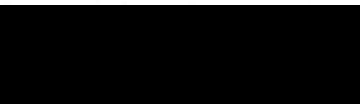
**Chartered Professional Accountants of Alberta**

580 Manulife Place  
10180 - 101 Street  
Edmonton Alberta, T5J 4R2  
Canada

Todd Burnstad - CFO Leadership  
Program Registration

**Invoice Address:**

Todd BURNSTAD



G.S.T. REG #: 10690 4287 RT0003

Member #: 77066

Order ID #: 2016116734

Date 11/8/2016 4:11 PM

Credit Card Number:



Card Holders Name: Todd Burnstad

Authorization Number: 040735

| Description              | Amount            |
|--------------------------|-------------------|
| CFO LEADERSHIP PROGRAM   | \$7,900.00        |
| GST                      | \$395.00          |
| <b>Total Amount Due:</b> | <b>\$8,295.00</b> |

## CFO LEADERSHIP PROGRAM

You are **registered** for this offering.

Date & Time May 06, 2017 8:30 AM

Format In-Depth

CPD Hours 67

Facility

Phone:

Fax:

Meeting Room

Payment \$8,295.00

**Offering Special Notes****Facility Special Notes**

**Location:** Search > View Cart

**Chartered Professional Accountants of Alberta**

580 Manulife Place  
10180 - 101 Street  
Edmonton Alberta, T5J 4R2  
Canada

**Invoice Address:**

Todd BURNSTAD

[REDACTED]

CPA Professional Development credits  
(Tickets) for Financial Services.  
\$2310.00/42 tickets = \$55.00 per ticket

Todd Burnstad - 7 tickets for PD  
Course @ \$55/ticket = \$385 per  
course

G.S.T. REG #: 10690 4287 RT0003  
Member #: [REDACTED]  
Order ID #: 2016111343  
Date: 8/31/2016 4:56 PM  
Credit Card Number: [REDACTED]  
Card Holders Name: Todd Burnstad  
Authorization Number: 045154

| Description              | Amount            |
|--------------------------|-------------------|
| CORPORATE PASSPORT       | \$2,200.00        |
| GST                      | \$110.00          |
| <b>Total Amount Due:</b> | <b>\$2,310.00</b> |

Your Corporate Passport # [REDACTED]

Welcome to the Corporate Passport Program. Each passport ticket is valid for approximately one (1) hour of Professional Development training or products. The 2016 Corporate Passports has 42 tickets. The Chartered Professional Accountants of Alberta has an exciting program for you in 2016/2017. The Corporate Passport allows you to share up to forty-two (42) PD hours. If you have remaining Tickets on your passport and would like to attend a seminar that requires additional Tickets, Passport holders can purchase up to 3 additional Tickets of Professional Development training for each Passport they own. Each additional Ticket for a Corporate Passport is \$52.38 + GST. We trust you will personally and professionally benefit from the seminars available to you through your Corporate Passport.

Our CPD season runs from April 1, 2016 through March 31, 2017. If additional seminars are added throughout the remainder of the year, sufficient notice will be provided.

If you have any questions on the Corporate Passport or the CPD Program, please contact the Professional Development Department at [pdregistration@cpaalberta.ca](mailto:pdregistration@cpaalberta.ca).

For 2016/2017 Passport Terms & Conditions please "[click here](#)"

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**Course Reminder for December 6, 2016**

1 message

**CPA Mailer (Do not reply)** <cpamailer@cpaalberta.ca>

Tue, Nov 22, 2016 at 4:17 PM

To: [REDACTED]

**Continuing Professional Development**

November 22, 2016

Mr. Todd [REDACTED] Burnstad, CPA, CMA



Your Member #: [REDACTED]

**REMINDER NOTICE!****SEMINAR TITLE:** PRACTICAL TIPS FOR CONTROLLERS & CFOS

7 tickets @ \$55/ticket = \$385.00

**DATE:** December 6, 2016**PRESENTER:** [REDACTED]**TIME:** 8:30 AM to 4:30 PM



**LOCATION:** Days Inn & Suites West Edmonton  
10010 - 179 A Street  
Edmonton, Alberta T5S 2T1  
[780-444-4440](tel:780-444-4440)

**For further information on the seminar locations please go to:** <http://www.albertacas.ca/ProfessionalDevelopment/GeneralInformation/SeminarLocations.aspx>

Seminar material will be distributed at the seminar site. All lecture rooms are non-smoking. Due to fluctuating temperatures in the lecture rooms, we suggest that you dress in layers for your personal comfort.

Acknowledging that some people have special dietary requirements, we ask that you contact CPA Alberta office at least 3 business days prior to the seminar date.

Due to enrolment and seating requirements, meeting rooms may differ from the room stated above, please ensure that you check the reader board, or with the front desk upon arrival to confirm the room location.

Should you require accommodations, please call the hotel. If the seminar is being held at the CPA Alberta office in Manulife Place, please contact the Delta Centre Suite Hotel, Edmonton City Centre (<https://www.deltahotels.com/Hotels/Delta-Edmonton-Centre-Suite-Hotel>) and ask for the CPA Alberta Corporate Rate.

Please retain this confirmation of registration. Sign-in sheets will be provided at each seminar as part of the association's backup in support of your CPD Reporting. It is the Members' responsibility to track their CPD and are encouraged to do so throughout the year. A certificate or letter to confirm attendance at a professional development seminar will not be provided. We can provide a report that indicates which seminars you have registered for upon request only. These requests may be made any time during the program but will only be mailed in January and April, after the professional development program is complete.

Receipts are provided at the time of registration when you register online only. When registering via mail, e-mail or fax, receipts will be provided upon your request.

If you have any questions, please email [pdregistration@cpaalberta.ca](mailto:pdregistration@cpaalberta.ca).

Yours truly,

Professional Development, CPA Alberta



Todd Burnstad lunch with Edmonton Catholic School guest

TODD BURNSTAD, CFO EPSB

NHA TRANG VIETNAMESE R  
10120 111 AVE NW  
EDMONTON, AB T5Z 0B3

Merchant ID: 000000005321539  
Term ID: 09193449  
82396880015

### Purchase

VISA CREDIT

AID: A0000000031010

Entry Method: Chip

Batch#: 000004

09/23/16

12:59:46

Ref#: 000097055618

Inv #: 000142 Appr Code: 036769

Amount: \$ 35.70

Tip: \$ 5.36

Total: \$ 41.06

Customer Copy

9

Date Sep 23, 2016

M \_\_\_\_\_

| SOLD BY   | COD     | CHARGE  | ON ACC'T. | ACCT. FWD. REPORTÉ |
|-----------|---------|---------|-----------|--------------------|
| VENDU PAR | C.R.    | DÉBITER | ACOMPTE   |                    |
| 1         |         |         |           |                    |
| 2         | Special | 14      |           |                    |
| 3         |         |         |           |                    |
| 4         |         |         |           |                    |
| 5         | Special | 20      |           | Todd               |
| 6         |         |         |           |                    |
| 7         |         |         |           |                    |
| 8         |         |         |           |                    |
| 9         |         |         |           |                    |
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| 14        |         |         |           |                    |
| 15        |         |         |           |                    |

03

34

35.70

5%

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