

**Seventh-day Adventist Church in Canada
AD HOC Committee to Study Education Finances**

Data Collection Form

	Post Secondary Education	High School Boarding (Grades 9-12; 9-10; 10-12)	Day High School (Grades 9-12; 9-10; 10-12)	Elementary/Middle/Junior High Schools
Conference and Local Support to Schools				
1. Direct Base Grant - \$ amount				
2. Direct Base Grant - % of tithe				
3. Special Focus Grants				
4. Direct & Indirect Student Sponsorship or Matching Grants, Non-Matching Grants or Graduate School Sponsorship, Summer School Program - <u>Excluding Ministerial</u>				
5. Direct & Indirect Student Sponsorship or Matching Grants, Non-Matching Grants or Graduate School Sponsorship, Summer School Program - <u>Ministerial Only</u>				
6. Base Grants to Division Institutions of Higher Learning				
7. Education Subsidy for Employee Dependents-in Canada - # of students				
8. Education Subsidy for Employee Dependents-in Canada - \$ amount				
9. Education Subsidy for Employee Dependents-outside Canada - # of students				
10. Education Subsidy for Employee Dependents-outside Canada - \$ amount				
11. Capital Support				
12. Salaries & Benefits Billed to School or Constituent Churches				
13. Total School Salaries & Benefits				
14. Total Conference Field Worker Salaries & Benefits				
15. Government Support				
16. Industry Support				

Education Subsidy Breakdown Again By:		
Education	Ministerial	Office

	Amount
Conference Support to Office of Education	
17. Number of FTE - Teachers & School Administration	
18. Number of FTE - Pastors	
19. Number of FTE - Education Office	
20. Number of FTE - Conference Office	
21. Number of FTE - All Conference Employees	
22. Education Office Salary & Benefits	
23. School Salary & Benefits Paid For By Conference (Chaplains, Bible Teachers)	
24. Education Office Travel	
25. Education Office Budget	
26. Total Education Budget	
27. Additional Pass-Through Funds in Support of Conference Education Programs that are <u>Receipted at the Churches/Schools</u> (Note: These funds do not include direct church funds to local schools)	
28. Additional Pass-Through Funds in Support of Conference Education Programs that are <u>Receipted at the Conference</u> (Note: These funds do not include direct church funds to local schools)	
29. Additional Pass-Through Funds in Support of Higher Education that are <u>Receipted at Churches or Conference</u>	
30. Non-Ministerial Internships	
31. Continuing Education	

NOTES

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**Data Collection Form
Instructions**

- Read these instructions carefully. Direct all questions to Brent Burdick (bburdick@sdacc.org or 905-433-0011 ext. 208).
- All educational subsidies to your organization from SDACC will be cut off if data collection form is not received by October 13, 2003. (Just kidding, maybe.)
- Please fill out all columns for each item except for the darkened blocks which do not apply.
- If the item does not apply to your organization please mark "N/A".
- Base conference numbers on 2002 audited financial statements.
- Base school numbers on 2001-2002 school year audited financial statements.
- For conference amounts, include all amounts flowing out of your office, even if received from higher levels.
- Please add any comments or clarification in the *NOTES* section.
- Additional clarification is provided for the following lines:
 3. Do not include capital grants which are listed on line 11.
 - 4, 5. These are funds given on behalf of individual students, but do not include education subsidies which are listed on lines 7 through 10.
 6. Include Andrews, Loma Linda, and Oakwood if applicable. Do not include pass-through offerings.
 - 7-10. Breakdown amount by school type and then again by employee type. Specify amounts used outside the SDA school system in *NOTES* section.
 24. Amount spent on Education Office (salaries, benefits, travel, supplies, overhead, etc.)
 25. Total dollars that flow out of conference for education.
 26. Includes all offerings and donations for education receipted at local level.
 27. Includes all offerings and donations for education receipted at conference.
 28. Includes all offerings and donations for higher education.
 29. Includes net amounts you spend for all non-ministerial internships (business, communication, ITS).
 30. Include amounts spent for all conference employees. Specify methodology in *NOTES* section.