

ALBERTA CHILD SUPPORT | WORKSHEET 3 OF 3

# Section 7 Special Expense Ledger

Tracks each special or extraordinary child expense, its net cost after reimbursements and tax benefits, consent and each parent's proposed share.

BEST USED  
WHEN

Use this for childcare, medical, education, post-secondary or extraordinary activity expenses.

## ALBERTA LEGAL CHECKPOINT

Child support is the right of the child. The applicable guidelines generally begin with guideline income, the payor's province or territory of residence and the number of children. Shared parenting and special or extraordinary expenses require additional facts and analysis.

Primary source: [Justice Canada: Federal Child Support Guidelines](#)

PREPARED FOR \_\_\_\_\_

DATE \_\_\_\_\_

1 Complete what you know

2 Mark gaps and assumptions

3 Attach supporting records

## THE PRACTICE LENS

The invoice is not always the amount to divide. We isolate the net expense, confirm whether it fits a recognized category, record consent and apply the agreed or legally relevant sharing method. Clear administration terms often prevent more conflict than the percentage itself.

## A CONCRETE EXAMPLE

An \$8,000 orthodontic bill may fall to \$5,000 after confirmed insurance and tax benefits. At a 60/40 income share, the working allocation would be \$3,000 and \$2,000-not 60/40 of the original invoice. The ledger keeps each assumption visible for review.

## Expense ledger

Use one row per issue and identify the source for every important number or date.

| Expense           | Gross cost | Credits/benefits | Net cost |
|-------------------|------------|------------------|----------|
| Childcare         |            |                  |          |
| Medical or dental |            |                  |          |
| Education         |            |                  |          |
| Post-secondary    |            |                  |          |
| Extracurricular   |            |                  |          |
| Other             |            |                  |          |

## Reasonableness check

Use short factual notes. If an answer is uncertain, write what would confirm it.

1. Why is the expense necessary or extraordinary for this child?

2. Was it incurred during the relationship or discussed before commitment?

3. What lower-cost options were considered?

4. What insurance, subsidy, grant, tax credit or child contribution reduces the cost?

5. Can each parent afford the proposed expense after base support?

## Administration terms

Tick completed items. Circle anything that needs a document, follow-up or legal advice.

☐ Define which expenses require advance written agreement.

☐ Set a deadline for providing receipts and requesting reimbursement.

☐ Identify who claims available tax credits or benefits.

☐ State each parent's current proportionate share and how it will be updated.

☐ Create a process for urgent medical costs and disputed expenses.

BRING THIS TO YOUR CONSULTATION

You do not need every blank filled. Mark the three items that matter most, attach the records you relied on and use this handoff to identify the next decision.

|                               |                                                                                                                                      |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| STATUS                        | <input type="checkbox"/> Ready to discuss <input type="checkbox"/> Missing records <input type="checkbox"/> Deadline or urgent issue |
| NEXT REAL DEADLINE            |                                                                                                                                      |
| RECORD OR ANSWER STILL NEEDED |                                                                                                                                      |
| DECISION I NEED HELP WITH     |                                                                                                                                      |

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