



Accounting and Reporting

Administrative Procedure 5.010

Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16,17

Legal Reference:

Date Adopted: June, 2012

Date Amended: October 2023

Date Reviewed: November 2017, April 2019, October 2020

In accordance with Section 42 of the Public Schools Act, the School Board shall operate its annual financial affairs based upon a budget submitted to the Minister on forms prescribed by them.

The accounting system used shall conform with the requirements of the Schools' Finance Branch and with good accounting practices providing for the appropriate separation of accounting funds and special monies.

During the budget year, the Secretary-Treasurer shall provide all schools, departments and senior administration with pertinent operating statements as required.

The Secretary-Treasurer shall provide the Board of Trustees with a year to date revenue and expense report on a monthly basis.