

FISCAL ACCOUNTING AND REPORTING/AUDITS

Background

The *School Act* requires that the District's funds shall be accounted for "in a manner consistent with recognized fund accounting practice, and specific funds shall be designated in accordance with the requirements specified by the Minister."

The *Act* also requires that each District shall maintain budgetary control over expenditures and shall keep records that conform with good accounting practice and procedure.

Procedures

1. In accordance with these legal requirements, the District's accounting system will provide an accurate record of all financial transactions of the District.
 - 1.1. The Secretary-Treasurer is assigned the overall responsibility, through and to the Superintendent, for receiving and properly accounting for all District monies.
2. Funds received or disbursed by any agent of the District will be accounted for promptly and accurately; procedures will conform with "good accounting practices" that include appropriate separation of accounts, funds, special monies, and a bookkeeping system designed to permit easy periodic reviews and audits.
3. On or before September 15 of each year, the Board is required by law to have its Secretary-Treasurer prepare financial statements about the preceding fiscal year. These statements must include for each fund a balance sheet, a statement of revenues and expenditures, and any other information that the Minister of Education may direct or the regulations prescribe.
4. Following Board approval, the financial statements shall be signed by the Board Chair and the Secretary-Treasurer. Not later than September 30 in each year, the Secretary-Treasurer shall forward to the Minister a copy of the financial statements together with the auditor's report and, not later than December 31 of each year, the financial statements shall be published for distribution to the public, together with the auditor's report.
5. In addition to these annual financial statements, the Board shall prepare other financial reports and statements as may be required by the Ministry.
6. The Secretary-Treasurer will provide quarterly reports showing the current financial status of the District.
7. The School Act requires the Board to appoint an auditor to audit the accounts and transactions of the District. The auditor shall possess the qualifications, perform the duties, be granted the powers specified in the School Act, and be remunerated by the District.
8. The duties of the auditor are outlined in the School Act. Specifically, the auditor shall:

- 8.1. Examine the financial statements of the District as of the close of the preceding fiscal year and the related transactions in the various funds for that year;
 - 8.2. Conduct this examination in accordance with generally accepted auditing standards and tests of accounting procedures;
 - 8.3. Render an opinion on the financial statements prepared for the preceding fiscal year by the Secretary-Treasurer;
 - 8.4. Prepare such auditing reports to accompany the financial statements as may be required by law;
 - 8.5. Make recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary;
 - 8.6. Perform such other related services as may be requested by the Superintendent, the Board or the Minister of Education.
9. The auditor shall forward to the Minister a copy of every report made by the auditor to the Board.

Reference: Sections 22, 23, 65, 81, 85, 106.3, 106.4, 110, 111, 112, 112.1, 113, 114, 115, 117, 118, 156, 157,
157.1 School Act
Financial Information Act

Adopted: October 18, 1982

Revised: July 11, 1994; September 1994; January 1999; September 24, 2018