

Administrative Procedure 511

MONTHLY FINANCIAL STATEMENTS

Background

The Division believes that sound financial information is important to make sound management and planning decisions.

The Division will have monthly financial statements available.

Procedures

1. The Secretary-Treasurer will be responsible to develop reporting procedures for schools and departments. These procedures set out the timelines, expectations and methods of completing the required tasks to meet the needs of the Division for the auditors, Alberta Education and their agencies.
2. The principals shall be responsible to ensure that the school reporting procedures are followed.
3. Central Office staff shall be responsible to complete tasks and reporting as set out in department procedures.
4. The Superintendent or designate will provide the Board with monthly unaudited reports.
5. The financial reports required for Alberta Education will be completed within government guidelines.

Reference: Section 20, 60, 61, 113, 116, School Act