



BOARD POLICIES

ADMINISTRATIVE PROCEDURES

6.0 BUSINESS ADMINISTRATION

**FILE A LA CROSSE SCHOOL DIVISION #112
BOARD POLICIES ADMINISTRATIVE PROCEDURES**

ADMINISTRATIVE PROCEDURES

6.0 BUSINESS ADMINISTRATION

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POLICY 6.1 ACCOUNTING GUIDELINES

Policy Type: Business Administration

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 6.1 – Accounting Guidelines	
Related ICSD AP's		
Form(s)		
References:	Education Act 1995	
Received by Board:	Updated	Status: approved

POLICY STATEMENT

The extent applicable, the Board is to use the **accrual** method of accounting for revenues and expenditures. This must be PSAB compliant as directed by the Ministry.

ADMINISTRATIVE PROCEDURES

1. Accounting System

The accounting system must make it possible to:

- Provide an accurate record of all financial transactions of the school division.
- Produce meaningful interim and annual financial reports.
- Show compliance with legal provisions.
- Provide a basis for safeguarding the financial resources of the school division.

2. Classification of Accounts

The classification of accounts is to be consistent with the requirements of the Ministry of Education Provincial Chart of Accounts and in compliance with Public Sector Accounting Board PSAB Standards.

3. Reporting

- Financial reports are to be prepared quarterly to reflect financial operations, the current condition of the budgetary accounts, and other information necessary to monitor operations.
- An audited financial report is to be prepared for the period ended in August 31st, in each year and presented to the Board. The audited report shall be approved by the Board of Education prior to November 30th in each year. Following Board and Ministry approval, the audited financial statement is available to the public.

4. Manual Journal Entries

All manual journal entries are prepared by either the Chief Financial Officer (CFO) and checked/initialed by the Director of Education or the Assistant Secretary-Treasurer and check/initialed by the CFO. All manual journal entries are reviewed and approved by the CFO. The CFO verifies the entries by checking that:


POLICY 6.1 ACCOUNTING GUIDELINES

Policy Type: Business Administration

- i. Appropriate accounts are affected.
- ii. The magnitude of the transactions is reasonable.
- iii. The impact of the transaction on departments, balance sheet and income statement are reasonable.
- iv. Monthly accounts payable (bills and payments) are reviewed by the Board and initialed by the Chair of the Board.

POLICY 6.2 ACCOUNTS PAYABLE

Policy Type: Business Administration

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 6.2 – Accounts Payable	
Related ICSD AP's		
Form(s)		
References:	Education Act 1995	
Received by Board:	Updated	Status: approved

BACKGROUND

The Ile a la Crosse School Division recognizes the importance of maintaining a positive relationship with all the vendors we deal with through our schools and at the division office. Prompt payment of accounts payable will help ensure we maintain our positive relationships.


These procedures outline the divisions expectations on how and when accounts payable are processed. Accounts payable include invoices received for good and services, travel claims and honorarium payments.

ADMINSTRATIVE PROCEDURES

1. All invoices and PO's should be delivered to Accounts Payable (finance@icsd.ca) for processing.
2. Invoices are matched to the relevant purchase order and processed for payment.
3. Cheque Runs are produced weekly during the school year and bi-weekly during July and August.
4. Cheque Runes are done on Thursday morning and mailed out or available for pickup Thursday afternoon.
5. Payment requests must be made prior to 5 PM on Wednesday in order for payment to be processed on that week's cheque run.
6. Any statements or correspondence regarding outstanding accounts should also be forwarded to Accounting Services for investigation.

POLICY 6.3 INVENTORY MANAGEMENT

Policy Type: Business Administration

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 6.3 – Inventory Management	
Related ICSD AP's		
Form(s)		
References:	Education Act 1995	
Received by Board:	Updated	Status: approved

POLICY STATEMENT

The Division is required by the Education Act to prepare and regularly maintain an inventory of its assets sufficient for the purpose of property control and financial planning. Such planning includes consideration for placing insurance, replacing damaged equipment and the disposal of property.

ADMINSTRATIVE PROCEDURES

1. Inventory

- a) The Chief Financial Officer is responsible for developing procedures for maintaining inventories.
- b) The inventory is to be updated annually, as required by the insurance company, using an independent appraisal source.

2. Replacement and Repair

- a) The Chief Financial Officer is to provide direction and procedures for the replacement and repair of school division property.

3. Disposal of Property


- a) Property or material that has no further value to the Division is to be disposed of in a manner that provides maximum benefit to the Division.
- b) The Chief Financial Officer, in consultation with the Director, supervisor and principal (when applicable), will determine what is surplus, obsolete, or worn out property.
- c) The Chief Financial Officer may use the following methods to dispose of school property; other than lands and buildings:
 - i. Public Auction
An auction is to be used when sizable accumulation of surplus property is available.
 - ii. Tenders
Competitive bidding is to be used when the quality, type or location of surplus supplies will no encourage attendance at a sale.
 - 1) The Division advertises the sale of property and requests sealed bids.
 - 2) Property is offered for sale “as is” and “where is”.
 - 3) The Division makes no warranty.
 - 4) Property is available for inspection.

POLICY 6.3 INVENTORY MANAGEMENT

Policy Type: Business Administration

- 5) Any expense involved in picking up of the properties is borne by the successful bidder.
 - 6) The Division reserves the right to reject any or all quotations.
 - 7) Bids may be required to be accompanied by a deposit.
 - 8) Property is awarded to the highest bidder.
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- iii. Trade in
Surplus equipment may be traded in if the trade-in value is expected to exceed the value estimated to be obtained in a sale.
 - iv. Salvage or Disposal
If the property is of insufficient value to defray the costs of sale, it may be disposed of by selling for salvage value. Property may be disposed of if it has no material value.
 - v. Disposal from sales will be credited to the general funds of the Division,
 - vi. Donations of surplus equipment to community not-for-profit organizations may be considered prior to other methods of disposal.
 - vii. The Board will be informed prior to disposal of property.

POLICY 6.4 FUND ACCOUNTING
Policy Type: Business Administration

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 6.4 – Fund Accounting	
Related ICSD AP’s		
Form(s)		
References:	Education Act 1995	
Received by Board:	Updated	Status: approved

POLICY STATEMENT

The Division maintains provisions for a separate operation fund, capital fund and reserve fund for monies that are extremely restricted in terms of use.

Definitions

The operating fund contains the current revenue, expenditure, assets and liabilities pertaining to the general operations of the Division.

The capital fund contains the capital assets, which are property and equipment, other capital related assets, long-term debt, transactions relation to the capital fund activities and the equity in capital fund assets.

Reserve funds contain the assets, liabilities, transactions and fund balances of reserves that have been designated by the Division for anticipated future costs of planned projects. Reserves are created by authorization of the Board. Contributions to and expenditure from, reserves are made in accordance with terms and conditions established by the Board.

Trust funds will be maintained and will contain the assets, liabilities, transactions and fund balances from donations and other contributions that are administered by the Division for scholarships and bursaries benefiting from students of the Division.

ADMINSTRATIVE PROCEDURES

1. Responsibility

- 1.1. The Chief Financial Officer is responsible for maintaining and managing the Division’s fund accounting and making recommendations to the Director regarding the allocation of Division proceeds.

2. Reserves Planning


- 2.1. A reserve for operation expenditures may be established on recommendation to the Board.
- 2.2. A reserve for capital expenditures may be establish on recommendation to the Board.
The purpose of the fund:

POLICY 6.4 FUND ACCOUNTING
Policy Type: Business Administration

- 2.2.1. The purchase of land,
 - 2.2.2. New buildings,
 - 2.2.3. Renovations and additions,
 - 2.2.4. Furniture, equipment and supplies,
 - 2.2.5. Major building repairs,
 - 2.2.6. Replacement of equipment, and
 - 2.2.7. Anticipated future salary costs.
 - 2.3. Other reserves may be established from the proceeds of the disposal of land and buildings as required by the Minister of Learning.
 - 2.4. The annual contributions to, and transfer from, reserves are to be approved by the Board annually in conjunction with the adoption of the budget subject to Ministry approval.
3. Trust Funds
- 3.1. The Chief Financial Officer is authorized to receive donations for the purpose of establishing scholarships and student bursaries. Funds are to be held in trust for the purposes intended.
 - 3.2. The Chief Financial Officer is to make every effort to comply with the conditions specified by the donor.
 - 3.3. Provisions shall be made to hold funds in trust by the Division for purposes other than student scholarships and bursaries.

POLICY 6.6 RECORDS RETENTION AND DISPOSAL

Policy Type: Business Administration

	Ile-a-la Crosse School Division – Administrative Procedures	
	AP 6.5 – Financial Accountability For School Generated Funds	
Related ICSD AP's		
Form(s)		
References:	Education Act 1995	
Received by Board:	Updated	Status: approved

POLICY STATEMENT

The financial affairs of the school division must be managed in a manner that demonstrates sound financial management and accordance with recognized accounting practices. All schools will keep verifiable records of School Generated Funds as they form an integral part of the school division's financial accountability.

ADMINISTRATIVE PROCEDURES

1. General Considerations
 - 1.1. All School Generated Funds and accounts, co-curricular and extra-curricular accounts and student governance accounts are part of the total financial package the school must report to the school division annually.
 - 1.2. Schools may be subject to an internal and external audit of funds and accounts at the discretion of the Chief Financial Officer.
 - 1.3. School Generated Funds must be utilized in a timely fashion and strictly for the purpose they were collected unless alternative uses have been communicated to, and approved by the person(s) from whom funds were collected.
2. School-Based Accounting Procedures
 - 2.1. **Responsibility of the Principal**
 - 2.1.1. The Principal is accountable for implement proper accounting procedures and controls to adequately safeguard School Generated Funds.
 - 2.1.2. All transfers of funds shall be authorized by the principal and a written record of this authorization shall be kept at the school for audit purposes.
 - 2.1.3. The Principal will develop procedures to ensure an annual financial report of all funds and accounts for the period of September 1 – August 31 related to the school is filed with the Division by September 30th of each year.
 - 2.2. **School Division Requirements**
 - 2.2.1. All accounts shall be available for inspection by the school division at any time.
 - 2.2.2. Schools must utilize the school division standard computerized accounting software to keep school based financial records.
 - 2.2.3. Funds raised for the purchase of equipment shall be turned over to the Board at the time the purchase is made. The purchase will be made and recorded by division office in order to properly record all capital purchases.
 - 2.3. **Bank Accounts**

POLICY 6.6 RECORDS RETENTION AND DISPOSAL

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- 2.3.1. In order to ensure that school division records are up to date, all school bank accounts shall have the prior approval of the Chief Financial Officer. The name of each account shall incorporate the name of the school/activity.
- 2.3.2. A minimum of two signing accounts, one of whom is the principal, shall be required on all bank accounts. The Student Representative Council (SRC) account will have the principal (or delegated) and a student as signing authorities.
- 2.3.3. Schools are to limit the number of bank accounts to one general school account and one account for SRC. Any additional bank accounts must be approved by the Chief Financial Officer.

2.4. Payments and Receipts

- 2.4.1. The school shall issue duplicate, numbered receipts for monies received, with the original given to the individual paying and the duplicate filed at the school for audit purposes. This requirement does not refer to petty sales or cash collections (e.g. pencils, chocolate sales, snack bars, or other small food item sales). In these situations, a basic transmittal sheet is acceptable.
- 2.4.2. All cash received shall be reconciled to the receipts and deposited in the school bank account on a regular basis. Any cash in the school shall be kept in a safe. Schools should make arrangements to utilize night deposit services when necessary.
- 2.4.3. All expenditures should be referenced to invoices or some form of request for payment. Authorization for payment shall ultimately rest with the principal. The principal may delegate this responsibility.
- 2.4.4. All payments are to be made by cheque.
- 2.4.5. Records of expenditures shall be kept on file at the school for audit purposes, as per *The Records Retention and Disposal Guide for Saskatchewan School Division*.

POLICY 6.6 RECORDS RETENTION AND DISPOSAL

Policy Type: Business Administration

	Ile-a-la-Crosse School Division – Administrative Procedures	
	AP 6.6 – Records Retention and Disposal	
Related ICSD AP's		
Form(s)		
References:	Records retention and disposal guide for Saskatchewan School Division 2019	
Received by Board:	Updated October 10 th , 2023	Status: approved

POLICY STATEMENT

The Ile-a-la-Crosse School Division requires that all its official records and public documents shall be preserved and/or disposed of in accordance with the governing legislations and under the supervision of the Director or designate.

The Division has adopted the following records retention and disposal procedures. The Division is guided by the [Records Retention and Disposal Guide for Saskatchewan School Divisions](#) dated December 2019.

ADMINISTRATIVE PROCEDURES

1. Documents and records to be retained permanently:

- Board Minutes
- Bylaws
- School Community Councils minutes
- Minister's orders
- Annual audited financial statements
- Insurance policies
- General Ledgers
- Payroll Journal/Register
- Fixed Asset Ledger
- Records disposal documentation
- School Registers and Annual/Semester Attendance Records Summary
- Election Records Disposal Affidavit
- Returning Officers Summary of Results

2. Documents and records to be disposed of after a time lapse of seven (7) years:

- Inventory Journals
- Accounts Payable (invoices, payment records, AP Journals, AP correspondence)
- Accounts Receivable (receipts, invoices, vouchers, write-offs, tuition student lists, AR Journals)
- Audits and Compliance Reviews

POLICY 6.6 RECORDS RETENTION AND DISPOSAL

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- Budgets
- Banking (statements, cancelled cheques, deposits, bank account records, reconciliations)
- Charitable Organization Returns
- GST Returns
- Investments (7 years after maturity)
- Debenture register, coupons and LGB authority (7 years after final payment)
- Agreements/Contracts for Service
- Records and Files of the Director of Education
- School Reorganization Files
- Employee Files (7 years after termination of contract)
- Records of Employment
- T4's and CCRA Remittance Statements
- Policy Manuals (7 years after amendment or repeal)
- OH & S Documents

3. Documents and records to be disposed of after a time lapse of 3 years:

- Annual Audit Files (also known as Year End Files);
- Budget Related Reports
- Purchase Orders
- Tender Documents
- Electronic Systems Operations/Development Reports (3 years after system superseded)
- List of School Division Officials (3 years after term of office)
- Records Management (3 years after superseded)
- Capital Projects documents (3 years after disposal of property or building)
- Facility Management Reports
- Land Title Documents and Records (3 years after disposal of property)
- Licenses or Permits
- Tenancy Agreements (3 years upon expiration of agreement)
- Employee Leave Requests and Approvals (3 years after termination of employment)
- Absenteeism/Leave Reports
- Benefit Remittances
- Educator Profiles
- Employee Timesheets
- Payroll Input Forms
- Pension Remittance Statements, STRP, TSC Remittances
- Principals' Monthly Reports
- Support Staff Salary Reconciliations
- Union Dues, ICP Statements
- Litigation Files (3 years after settlement)
- Petitions
- Division Reports (any reports to the Board)
- Committee Reports
- SCC Reports
- Cumulative Folders (3 years after the student turns 22)
- Student Registration Forms (3 years after the student turns 22)

POLICY 6.6 RECORDS RETENTION AND DISPOSAL

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- Custody Documents (3 years after the student turns 22)
- Curriculum Guides and Locally Developed Courses
- Student/Parent Lists
- Teacher Day Books
- Extra-Curricular Activities Schedules
- Final Exams (3 years after student turns 22)
- Field Trip Requests (3 years after student turns 22)
- Student Behavior Reports (3 years after student turns 22)
- Bus Route Maps
- Bus Safety Inspection Reports

4. Documents and records to be disposed of after a time lapse of varying periods of time:

- Financial Reports (1 year)
- Photographs (contact the Archives)
- Payroll Electronic Transmission File (1 year)
- Prospective Employees' Resumes and Applications, including interview notes (1 year)
- Sick/Medical Documents (1 year unless continuing condition)
- Supplemental Employment Benefits Plan Documentation (1 year unless continuing condition)
- TD1 Forms (1 year)
- School Incident Report Form (insurance broker statistical report) (1 year)
- Statistics Canada Reports (1 year)
- Youth Justice Records (legal documentation) – As required by the *Youth Criminal Justice Act*

5. The process for disposal of records shall be as follows:

a) An inventory list of records to be disposed will be prepared including box identification (if files are in boxes), titles of records, dates, brief contents description, volume of records, location of records and any other information that may be helpful in identifying records. Record designation should be included on the inventory list, for example:

Box 1
Invoices 1988-1992 - 1.1 Accounts Payable
Budget Reports 1992 - 1.8 Budget related reports

b) Compare records to determine if they meet retention periods.

c) Records to be approved by the board of education to dispose of the record. The motion is recorded in the minutes of the board meeting.

d) Upon resolution being passed by the board of education, the board of education shall contact the Minister of Education for approval of the proposed records for disposal.

POLICY 6.6 RECORDS RETENTION AND DISPOSAL

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e) Before the records are destroyed, the Saskatchewan Archives Board will be informed of records to be destroyed, this will help ensure good public documents retention and disposal practices.

(1) prepare and send to the Saskatchewan Archives Board (SAB) by post or in electronic format detailed descriptive lists of their public documents referred to in board resolutions that authorize their disposal;

(2) 60 days after sending lists to the SAB as referred to in (1), dispose of public documents either:

(a) if requested by the SAB, by sending the originals to the SAB; or

(b) if not requested by the SAB in any manner that is consistent with the boards' record disposal best practices, and taking into consideration any general advice from the SAB; and

(3) comply with all laws when releasing or otherwise disposing of public documents, including the provisions of The Local Authority Freedom of Information and Protection of Privacy Act that may pertain to any personal or other confidential information contained in public documents.

f) Records shall be destroyed in the presence of two (2) witnesses. A destruction notification form/letter should be completed and filed. The notification should include the list of documents being destroyed, date, location of the disposal and the signature of two authorized persons witnessing the destruction. All sensitive information shall be destroyed by confidential shredding services or incineration.