

ACCOUNTING

Background

The "Program Accounting and Budgeting" framework, as developed by Alberta Education, is the basis for accounting processes in the Division.

Procedures

1. Accounts
 - a. The Associate Superintendent (Business Services) shall identify the funds required to be established and maintained in the accounting records of the Division.
 - b. The Principal shall maintain complete records of all accounts, outlined in the school budget and controlled at the local level.
 - c. School accounts not included in the budget of the Division shall be subject to audit by Divisional auditors and open to the Associate Superintendent (Business Services) and the Superintendent at all times.
2. Financial Reports and Statements
 - a. Financial reports presenting the financial status of the Division will be prepared monthly.
 - b. Reports to satisfy the various levels of management will be made available to:
 - i. Trustees
 - ii. Superintendent
 - iii. All Principals

December, 2003

Updates: July 2008, January 2020

References

Section 33, 52, 53, 55, 68, 137, 138, 139, 140, 141, 143, 197, 222 Education Act