



**COUNCIL POLICY  
COMPLIANCE MONITORING FORM  
~ EXECUTIVE REPORT ~**

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**Policy Type:** Executive Limitations - EL-7

**Page 1 of 2**

**Policy Title:** Financial Administration

**Date: March 18, 2020**

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I hereby present my monitoring report on your Executive Limitations policy **Financial Administration** according to the schedule established. I certify that the information contained in this report is true, and represents compliance with all aspects of the policy unless specifically stated otherwise, since the policy was adopted on October 10, 2012.

Superintendent  
March 18, 2020

**I. Interpretation:**

This policy means that the Superintendent will not allow the budget to deviate from the expenditure plan and if it does the DEC need to be informed. This can be done through the budget updates or if necessary through e-mail or at regular meetings. This policy also means that the Superintendent will not allow anything to happen that will place the District in financial jeopardy. Acts and regulations must be followed and debts settled in a timely fashion. The Superintendent must work closely with the Director of Finance and Administration and his Manager on the finances of the District and the DFA must flag any concerns (e.g. cost of EA's, and cost of replacement staff).

**II. Evidence:**

All invoices, contracts, and purchase orders are settled through the Budget & Accounting Department. The goal is to pay all outstanding debts within 30 – 45 days where possible but during the busier times of the year, like year-end, payment could take up to 60 days. The payment to the vendor comes from NBISA (NB Internal Services Agency).

Under the direction of the Director of Finance and Administration, all acts and regulations relating to purchasing, financial matters or construction contracts are shared with Managers and other staff as required. ASD-S does have a policy that is directly related to DEC policy: ASD-S 154 School Raised Funds. Unfortunately, inadvertent violations do sometimes occur and these are brought to the attention of the Director of Finance and Administration who would then review the circumstances of the violation with the offending parties to ensure it does not happen again. (i.e. a purchase of over \$1,500.00 on an employee MasterCard).

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There are two components to the Council's assessment of a monitoring report:

- i. Assessment of whether the Superintendent has made a **reasonable interpretation** of the Council's policy; and
- ii. Assessment of whether the Superintendent actually has **demonstrated achievement** of a reasonable interpretation of the policy.

All Provincial reports are provided in a timely manner. For example, the Department requires a quarterly report from every district showing a comparison between budget and actual and a forecast of expenditures to year-end. If the report is not received in a timely and accurate manner it would be brought to the attention of the Superintendent.

All District budgets are set up and recorded according to generally accepted accounting procedures. For example, for District budget reporting purposes, generally accepted accounting procedures would state that all operating expenses would have to be matched with the corresponding budget figure provided.

All outstanding receivables are investigated for accuracy and correctness. All confirmed balances are pursued for payment after a reasonable grace period. All financial records are kept on a Government provided accounting system which is Oracle based, and in accordance with generally accepted accounting principles. The District would also keep working papers at the District level on Excel type spreadsheets.

During these financially challenging times out of province travel by District and school staff is rare and pre-approved by the Superintendent. Teachers may apply to the NBTA locally and provincially for travel grants. Budget pressure points are identified for DEC. The District also worked with the Internal Auditing Department of the Department of Education and Early Childhood on the audit of travel expenses.

Since amalgamation (2012), Districts have not been audited at year end so we do not have a statement that has a qualified opinion attached to it. With the new Communication Policy of the DEC, the budget updates and final report are posted on the ASD-S website. The year end final report will require a qualifying statement that indicates the statement is "unaudited."

All schools require two signing authorities on all cheques. Purchase cards are usually available to the Principal or Vice Principal and they must follow the appropriate guidelines. Not all staff are issued one, and over time we have worked to minimize the number of purchase cards. Any violations could result in our rescinding the card (i.e. no receipts or improper use). Any situations where monies are missing, are reported to the Superintendent, Director of Finance & Administration and the Director of Human Resources. The Superintendent or designate would notify the Department of Education and Early Childhood Development, Comptroller's Office, and if necessary police may be contacted.

The Auditor General completed an audit on purchase cards in 2017. Districts were asked to provide feedback on each of the fourteen recommendations from the audit. On each recommendation we were able to answer that the recommendation was already in place or we have since implemented it.

In 2017-18 we introduced cashless schools software from a company called "KEV." The first dozen schools were up and running last year. Parents can sign up to use this on-line software for paying school fees, and other monies collected. It will make it more convenient for parents and it will move our administrative assistants away from the task of counting and balancing monies. All schools now have this option. As of March 2020, close to 70% of our schools are now using this program consistently and we are up to around \$3 million in on-line transactions and growing.

ASD-S does have operational policies covering financial administration (on our website) and include: Policy 154 School Raised Funds; Policy 155 Fundraising; and Policy 157 School Supplies/Student Fees.

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