

North East School Division Administrative Procedure



AP 701 Financial Information Reports

References:
Public Sector Accounting Board Guidelines

Related:

Tracking:
Policy maintenance Nov. 2023

Status:
Reformat – Dec 2025

FINANCIAL INFORMATION REPORTS

The Superintendent of Business Administration shall submit to the Director such financial information reports, as are required, to ensure adequate budgetary control.

PROCEDURES

1. Prior to the November regular public board meeting, the Board of Education shall receive an unaudited year-end financial statement and variance report.
2. From time to time, the Director may request such additional financial reports, as they deem necessary.
3. The Superintendent of Business Administration shall be responsible for all financial information.
4. A quarterly financial package will be distributed to the Board of Education that includes (but is not limited to):
 - Memorandum of financial results;
 - Year to date consolidated statement of operations based on Public Sector Accounting Board guidelines and statement of cash flow requirements, with prior year and budget comparatives;
 - Year to date actual capital expenditures (compared to the budget);
 - Year to date accumulated surplus report.