

# FINANCIAL ACCOUNTABILITY AND AUDITS

## Background

The District believes that its financial affairs must be managed in a manner consistent with the trust placed in the Board by the electorate. Adequate accounting records and procedures for verifying those records through audits are seen as an integral part of the District's operations.

## Procedures

1. The District's financial systems and records are subject to an external audit.
2. Periodic internal audits of school and department accounts shall to be conducted to identify potential procedural non-compliance, weaknesses and areas for further examination. Such audits must specifically assess the effectiveness of administrative procedures in place by performing compliance testing and examining key controls.
  - 2.1 All computerized financial records and the following documents shall be on file and current for financial audit purposes, including but not limited to:
    - 2.1.1 Contracts and Agreements,
    - 2.1.2 Fund journal,
    - 2.1.3 Fund account ledgers,
    - 2.1.4 Bank statements,
    - 2.1.5 Cancelled cheques,
    - 2.1.6 Cheque requisitions,
    - 2.1.7 Duplicate deposit slips,
    - 2.1.8 Numbered receipt books or approved substitute documents,
    - 2.1.9 Invoices,
    - 2.1.10 Other related source documents.
3. Accounting procedures will follow recognized accounting principles where these are not inconsistent with the requirements of the Ministry.
4. The Secretary-Treasurer will ensure that adequate control mechanisms are in place to guarantee the integrity of the District's financial transactions and records.
  - 4.1 Segregation of incompatible duties, such as purchase and payment, must be maintained in District and school operations.
5. Financial records of school funds will be maintained in accordance with recognized accounting principles where these are not inconsistent with the requirements of the Ministry.
6. School generated funds are consolidated into the District accounts and form a part of the external auditor's review, which is reported to the Board.

7. All banking shall be carried out at a recognized financial institution.
8. District audited financial statements and annual budget documents will be made available on the District website.

Reference: Sections 22, 23, 65, 81, 85, 106.3, 106.4, 110, 111, 112, 112.1, 113, 114, 115, 117, 118, 156, 157,  
157.1 School Act  
Financial Information Act

Adopted: November 2019  
Revised: