

**AVON MAITLAND DISTRICT SCHOOL BOARD  
ADMINISTRATIVE PROCEDURE  
NO. 503**

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**SUBJECT: ACCOUNTING**

Legal References: *Education Act: Part VIII Compliance with Board Obligations; Part IX Finance; Section 265 Duties of Principal: Reports to Supervisory Officer; Section 286 Duties of Supervisory Officers: Supervise Business Functions; Ontario Regulation 145/04 Grants for Student Needs*

Related References: *Board Policy No. 10 Committees of the Board: Finance, Audit Committees; Administrative Procedure 500 Budget Development and Implementation; AP 516 Purchasing Procedures*

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**1. An Accounting System for Departments and Schools**

The director and senior staff, in consultation with the board auditor, have approved an accounting system for use by departments and schools. Superintendents and principals are charged with the responsibility for ensuring that all accounts are kept in accordance with the following procedures.

**2. Administrative Procedures**

- 2.1 The superintendent of business shall identify the funds required to be established and maintained.
- 2.2 The principal shall maintain complete records of all accounts outlined in his or her budget and/or under his or her control.
- 2.3 All school accounts shall be subject to audit and open to the superintendent of business at all times.

**3. Financial Reports and Statements**

- 3.1 Financial reports presenting the financial status of the district shall be prepared monthly.
- 3.2 All receipts shall be deposited intact.
- 3.3 All payments shall be made by cheque. An exception is a properly kept petty cash fund.
- 3.4 All cheques shall require the signature of two people.
- 3.5 Supporting invoices, vouchers or receipts shall be obtained for all disbursements.
- 3.6 Monthly bank reconciliations shall be prepared by school administration for all bank accounts, with a copy to be kept on file.

- 3.7 All events and activities involving funds shall be recorded in the accounting system. A final report (financial statement) shall be prepared for each fund showing the final disposition of any surplus/deficit.

#### **4. Overseeing the Reporting Process**

- 4.1 The Audit Committee is responsible to the board for overseeing the financial reporting process, the accounting standards and procedures used to prepare the board's financial statements, the implementation and maintenance by management of the accounting standards and procedures, and the risks and controls related to financial reporting.
- 4.2 The Committee is also responsible for communications with the external auditor concerning the auditor's roles and responsibilities within the financial reporting process. The purpose, powers and duties, membership and meetings of the Audit Committee are set out in Board Policy No. 10 Committees of the Board.