



## Accounting and Reporting Administrative Procedure 5.10

5.0 Business Administration

---

**Board Governance Policy Cross Reference:** 1, 2, 3, 12, 13, 16

**Legal Reference:**

---

**Date Adopted:** August 1976

**Date Amended:** November 2006, November 2024

---

In accordance with Section 42 of the *Public Schools Act*, the School Board shall operate its annual financial affairs based upon a budget submitted to the Minister on forms prescribed by them.

The accounting system used shall conform with the requirements of the Schools' Finance Branch and with good accounting practices providing for the appropriate separation of accounting funds and special monies.

During the budget year, the Secretary-Treasurer shall provide all schools, departments and senior administration with pertinent operating statements on a regular basis.

The Secretary-Treasurer shall provide the Board of Trustees with a consolidated operating statement on a quarterly basis.