



DIA
FISCAL ACCOUNTING AND REPORTING

The Secretary-Treasurer is responsible for properly accounting for all funds of the division. They are accountable to the Superintendent.

The accounting system used must follow generally accepted accounting principles of school divisions, with the requirements of Manitoba Education and with good accounting practices, providing for the appropriate separation of accounts, funds and special monies.

The Secretary-Treasurer will prepare and submit all financial reports needed to ensure budgetary control. They also will prepare financial reports for the Senior Administration and the Board.

Cross Reference:		
Date Adopted: August 1, 2017	Date Amended:	Board Motion(s):