

## Administrative Procedure 488

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# SECRETARY-TREASURER

### Background

Reporting to the Superintendent, the Secretary-Treasurer serves as the Chief Financial Officer for the division and the corporate secretary for the Board.

### Procedures

Without limiting the foregoing, the role of the Secretary-Treasurer shall include the following responsibilities, the performance of which may be delegated:

#### 1. Secretary of the Division

- 1.1 In consultation with the Superintendent, responsibility for arranging and providing notice for all Board meetings, including committee and public meetings, and for recording the minutes.
- 1.2 Responsibility for the correspondence of the Board, including filing and archives of information pertaining to the operation of the Division, and for agreements made by or on behalf of the Board, including insurance.
- 1.3 Responsibility for preparing and conducting public notices and proceedings required for the operation of the Division.
- 1.4 Responsibility for advising or obtaining advice for the Superintendent on the interpretation of legislation and regulations affecting the operation of the Division.
- 1.5 Facilitate Board involvement in ASBA and PSBAA Policy development and conferences attendance.
- 1.6 Facilitate Board linkage meetings with municipalities, towns and other school authorities.

#### Deliverables

- Compliance 1.1-1.3, 1.6
- Superintendent observations 1.4
- Specific examples 1.5

#### 2. Treasurer of the Division

- 2.1 Responsibility for establishing and maintaining proper and adequate records of counts, and for properly recording therein all financial affairs of the Division.
- 2.2 Responsibility for receiving all monies and for making all disbursements, including payroll, and ensuring that all receipts and disbursements are in accordance with legislation, by-laws, regulations and budget provisions.

- 2.3 Responsibility for preparation, in consultation with the other executive staff, budget estimates and the draft and final spring and fall adjusted budget, and for year end financial statements for presentation to the Auditor, quarterly interim financial reports and other returns as may be required for the operation of the Division.
- 2.4 Responsibility for pricing and purchasing goods, as required by the Division, and ensuring that purchases are in accordance with legislation, regulations, Board policy and budget.
- 2.5 Responsibility for advising or obtaining advice for the Superintendent on the financial affairs of the Division.
- 2.6 Maintain liaison with the Department of Indian and Northern Affairs and to provide direction and guidance with regard to student registration and program cost recovery.
- 2.7 Remediate all deficiencies identified in the Audit Report and Management Letter in a timely fashion and prepare follow up report for the Board or recommend to the Board deletions of any Auditor recommendations which are deemed impractical to implement.
- 2.8 Annually prepare budget principles and central allocation rates for Board consideration.
- 2.9 Monitor and identify for the Superintendent any instances where school based funds are not expended as per approved budgets and where school generated funds are not accounted for.
- 2.10 Annually prepare for the Board's consideration a report of the state of all reserve accounts including restricted and non-restricted operating reserves.
- 2.11 Ensure generally accepted Accounting Principles are being followed, adequate internal financial controls exist and are being followed and staff and contracted personnel are being paid appropriately.
- 2.12 Ensure Division compliance with all Alberta Education fiscal requirements and deadlines.
- 2.13 Prepare for the Board's information and review budget assumptions and risks related to achievement of the Board's identified goals.
- 2.14 Ensure alignment of the draft and Final budget with the Annual Education Plan or identify where priorities are inadequately or not resourced.
- 2.15 In order to ensure fiscal accountability and that recognized accounting practices are followed, monitor and make recommendations relative to the adoption of Administrative Procedures related to all fiscal matters.
- 2.16 Incorporate in interim financial reports:
  - 2.16.1 The current status of budget assumptions Actual Period to Date information Forecast of yearly operating results to end of year, variances of forecast revenues and expenditures to the annual budget along with explanations of significant variances.

#### Deliverables

- Audit report and management letter 2.1 – 2.4, 2.11, 2.15

- Quarterly reports 2.3
- Annual budget 2.3
- Superintendent observation 2.5, 2.15
- Documentation 2.6
- Report to the Superintendent 2.7, 2.8, 2.9, 2.10, 2.13, 2.14, 2.16
- Compliance letter 2.12

### 3. Personnel Management

- 3.1 Responsibility for the selection, supervision, administration, advancement, transfer, and dismissal of non-instructional support staff, in consultation with other executive staff as involved by their roles.
- 3.2 Responsibility for assisting and advising or obtaining advice for the Board in matters of collective bargaining and labour relations.
- 3.3 Responsibility for maintaining all required personnel records, including business management in connection with the employment of instructional staff.
- 3.4 Select, direct and evaluate Assistant Secretary Treasurer, Human Resources Director, Transportation Supervisor, Maintenance Supervisor

#### Deliverables

- Documentation 3.1-3.3
- Superintendent observation 3.3
- Evaluation reports 3.4

### 4. Transportation

- 4.1 Responsibility for planning and estimating transportation requirements and budgets in consultation with the Superintendent and Transportation Supervisor.
- 4.2 Responsibility for overseeing the operation and maintenance of the Division's transportation system.
- 4.3 Responsibility for advising or obtaining advice for the Superintendent on the operation of the Division's transportation system.

#### Deliverables

- Superintendent observations 4.1
- Transportation accountability report 4.2 and 4.3

## 5. Property Management

- 5.1 Responsibility for planning and estimating building and property requirements including budget requirements in consultation with the Superintendent and Maintenance Supervisor.
- 5.2 Responsibility for overseeing the administration of the physical plant operation, and maintenance of the Division's property.
- 5.3 Responsibility for maintaining appropriate inventory, liability insurance, the draft and final 3 year Capital Plan, building leases, and insurance coverage on the Division's property.
- 5.4 Responsibility for advising or obtaining advice for the Superintendent on the management of the Division's property.
- 5.5 Prepare an annual revenue (source) and expenditure (application) report on each Capital Projects.
- 5.6 Annual preparation of IMR Expenditure Plan and final costs report for presentation to the Board.

### Deliverables

- Superintendent observation 5.2 and 5.4
- 3 year capital plan 5.1 and 5.3
- Annual source and application report for capital projects 5.5
- IMR expenditure plan and final cost report 5.1 and 5.6
- Insurance certificates 5.3

## 6. Record Management

- 6.1 Responsibility for serving in the role as coordinator as outlined in the Freedom of Information and Protection of Privacy Act (FOIPP).
- 6.2 Responsibility for record management in Wild Rose Public Schools Division Office in compliance with all legislative and administrative procedure requirements

### Deliverables

- No appeals 6.1
- Documents and ease of access of current records 6.2
- Compliance 6.2

Reference: Section 60, 116, School Act