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# **Policy Series 400**

## **BUSINESS FINANCE ADMINISTRATION**

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## Policy 401: Budget Policy

The budget process facilitates achieving goals and objectives for all aspects of the Nisichawayasihk Education Authority's Educational plan for the Nisichawayasihk Cree Nation. The responsibility for the Educational Plan falls with the Director of Education in conjunction with the school principals and other relevant staff. For purposes of budget policy, the Educational Plan will include:

1. Review of programs and services
2. Development of new programs and services as required
3. Staffing component based on student populations and program need.

The budget has to meet the needs of various administrative areas. The Board has a responsibility to Chief and Council, the community as well as the educational needs of the children of Nisichawayasihk Cree Nation.

An effective budget must have input from many individuals and groups. This process is time consuming, however, it will result in more reasonable and achievable goals. To accommodate preparation of an annual budget, it is important to adhere to a schedule and complete preparation in a timely manner. The Board, Director of Education and all Senior Management must keep in mind the fiscal year begins on April 1 and concludes on March 31 of the following year.

The Director of Education will commence collection of all relevant data including program requirements for the upcoming school year. On completion of the necessary preparation, the Director of Education will be responsible for presenting program needs to the Board for approval. The Comptroller will then prepare the financial budget to reflect program needs approved by the Board Members. By March 15<sup>th</sup>, the Board must have received and approved a budget for the upcoming fiscal year.

**A. Budget - Procedure - Budget Adoption - Financial Reporting Procedure:**

The following procedures and time schedule must be followed to allow for proper preparation and completion of the Budget. The Director of Education is ultimately responsible for the budget's preparation, presentation and adherence.

The Principal's responsibilities regarding the budget are to:

|   |            |
|---|------------|
| Recommend program changes and improvements to the regular and special Education programs to the Director of Education and Comptroller | October 15 |
| Recommend facility improvements and repairs to the Director of Education and Comptroller  | October 15 |
| Recommend staffing levels to the Director of Education and Comptroller  | October 15 |
| Recommend caretaking and maintenance needs  | October 15 |

The Comptroller will ensure Maintenance 1 staff meet the following responsibilities and deadlines to:

|   |           |
|---|-----------|
| Prepare a list of needed repairs and maintenance and caretaking supplies for all facilities | October 1 |
| Consult with Comptroller to determine prices  | October 1 |
| Determine costs of supplies and projects and submit figures to Comptroller for approval     | October 1 |

The Director of Education's responsibilities regarding the budget are:

|  |            |
|--|------------|
| Receive Principal's and Comptroller's proposed budget requirements for the upcoming year | October 15 |
| Prepare estimate of student enrolment numbers  | October 15 |
| Prepare staffing requirements and recommend staffing levels                              | October 15 |
| Identify priorities and develop Educational plan   | October 15 |

Once the above information is gathered, the Director of Education and the Comptroller in conjunction with other administrative staff will:

1. Cost professional staffing levels including salaries, benefits and other staff obligations
2. Cost educational needs and supplies
3. Cost transportation needs
4. Cost housing needs with respect to teacherages
5. Record and account for all revenue sources by December 15

The Comptroller is responsible to:

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|--|-------------|
| Determine the requirements for educational supplies, janitorial supplies, transportation, debt servicing, repairs and maintenance and any other required needs. This information is then used to prepare cost projections. | December 1  |
| Determine revenue sources including INAC funding based on the current Collective First Nation Funding agreement (CFNFA) plus other tuition-funding agreements available.   | December 1  |
| Determine an inventory of janitorial, maintenance, teacherages, informational technology, classroom and program supplies and prepare a list of supplies needed for the next fiscal year.                                   | December 1  |
| Collect all financial data and prepare preliminary budget.   | January 15  |
| [Together with the Director of Education...]<br>Present the preliminary budget and all relevant documentation to the Board for review.   | January 31  |
| [Following Board discussion to determine priorities as revenue permits to meet the educational needs of the community...]<br>Incorporate Board changes and directions.   | February 28 |
| Ensure adoption of final budget.   | March 31    |

After budget adoption, the Comptroller is responsible to:

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|--|----------|
| Prepare necessary financial reports for Principals and department heads.     | Monthly  |
| Monitor expenses and revenue.  | March 31 |
| Present financial statements to the Board.                                   | Monthly  |
| Prepare all schedules and accounts for audit and assist auditor as required. | May/June |

### **B. Budget Adoption**

The Board will:

|  |             |
|--|-------------|
| Receive and review the preliminary budget and all relevant documentation from the Director of Education and the Comptroller. | January 31  |
| Discuss and determine the priorities as revenue permits to meet the needs of the community.                                  | February 28 |
| Adopt the final budget for the new fiscal year.  | March 31    |

### **C. Financial Reporting**

To ensure budgetary controls, the Comptroller will:

1. Receive a facility report for each school and the teacherages to be completed five working days after month end
2. Prepare and present to the Director of Education the Financial Statements by the 20<sup>th</sup> of the month following the date of the statement
3. Present Financial Statements to the Board
4. Present an unaudited Financial Statement to the Board; and present an Audited Financial Statement to the Board and other agencies as required.

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## Policy 402: Capital Budget

The Board recognizes the importance of planning for major renovation and upgrading to existing buildings, infrastructure and capital equipment, as well as for any major capital projects. Capital projects of this nature must be planned, budgeted and authorized prior to commencing any work. A schedule for completion and any holdbacks should be included in any proposal for capital budget expenditures.

Capital projects are building projects, major renovations and upgrades, which the Nisichawayasihk Education Authority authorizes, to maintain educational facilities including schools, teacherages and other properties. All capital projects are subject to Band approval. Capital projects impact the Band contribution funding with INAC. Each entity that applies for capital projects is expected to provide 25% of project costs to the Band contribution funding.

### Procedures

1. The Board establishes and maintains a five-year plan for capital projects.
2. The Board shall review and adjust this plan annually as they determine appropriate.
3. The Board shall only authorize capital projects as they meet INAC regulations and the needs of the educational community.
4. Capital projects shall be funded and included in the annual budget for the year they are to be undertaken.
5. In the event of construction delays, the Board will assess fees to compensate for the delays, inconveniences and/or the delivery of goods and services.

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## Policy 403: Authorized Signature

The Board believes it is responsible and accountable for the efficient management and control of the Education Authority's financial resources. To ensure this responsibility is met in a controlled manner, the Board has determined only specified Board Members and staff be authorized as signing authorities on behalf of the Nisichawayasihk Education Authority Inc.

### Procedures

1. To maintain financial control of the Nisichawayasihk Education Authority funds, it is necessary for signing authorities to be established as follows:  
Two individuals must sign all cheques:
  - i. The Comptroller or his/her designate must be one of the signing officers.
  - ii. The Board Chairperson or his/her designate is the Second officer.
2. In the absence of the Comptroller or his/her designate, the Director of Education will become a signing authority.
3. All employment contracts other than that of the Director of Education must be signed by the Director of Education or his/her designate.
4. The Board Chairperson must sign the Director of Education's employment contract.

## Policy 404: Bank Borrowing

The Board recognizes borrowing money may be necessary from time to time to meet current operating expenses. The Authority wants its public to know that borrowing funds will only be done in the best interests of the education of community members' children and will not jeopardize the reputation of the Nisichawayasihk Education Authority or Nisichawayasihk Cree Nation.

### Procedures

1. Funds may be borrowed from a chartered bank or credit union once the Chief and Council of Nisichawayasihk Cree Nation have approved a Band Council Resolution.
2. Loans will be the first charge on Education Authority funds.
3. Interest rates and payment terms shall be clearly stated and defined.
4. Funds borrowed must be used for stated and approved purposes.
5. The signing authority for all bank loans shall be as approved in the Nelson House Education Authority's Authorized Signature Policy.

## Policy 405: Sale of Obsolete Property

The Board recognizes that Authority-owned property may become obsolete or surplus goods. These items may be disposed of in a fiscally responsible manner.

### Procedures

1. Maintenance 1 staff and Senior Management are to maintain an ongoing list of obsolete items as they encounter them in their daily activities. A list these items will be forwarded to the Comptroller monthly.
2. The Comptroller shall prepare a list of surplus and obsolete property no longer required by the Nisichawayasihk Education Authority each month.
3. The Comptroller in consultation with Senior Management shall declare the property as obsolete and for sale. A copy of the obsolete property list will be provided to the Board for information only.
4. The items may be sold by public auction, advertised in the community or disposed at discretion of Senior Management.
5. The funds realized shall be returned to the respective budget(s) that paid for the asset(s).
6. The inventory list will be adjusted to reflect that the Authority no longer owns the property.

## Policy 406: Tendering Policy

The Board believes the Authority has responsibility to obtain quality goods and services for the best price possible for the benefit of the Authority. It is important that all administrative departments communicate their requirements so the Authority can obtain the best pricing available as part of quality and volume purchasing.

Goods or services suppliers must be reputable to insure all warranties and conditions of purchase are met. Developing loyal long-term relationships is an important factor in selecting goods and services suppliers.

### Procedures

1. Goods and services are to be purchased through fair and open competition wherever possible. Goods and services will be tendered where possible with clear and concise product and/or work specifications provided. In certain situations, it may not be feasible to tender the Nisichawayasihk Education Authority requirements because of emergency situations.
2. The Director of Education and Comptroller, or their designate will prepare tender documents as required for all purchases of goods and services.
3. All tender documents will conform to a standard for seeking proposals and will include the statement "The lowest or any other tender is not necessarily accepted."
4. Tender documents will clearly state date and time deadlines for tenders to be received. Any tender documents received after closing will be returned unopened to the supplier.
5. The Director of Education and the Comptroller will open all tenders and prepare a summary to be submitted to the Board. They will provide recommendations regarding tenders to the Authority.
6. No employee of the Nisichawayasihk Education Authority will cause to be purchased, leased or rented any goods or services through the Authority for their personnel use or gain.

## Policy 407: Purchasing

The Board believes purchasing supplies, equipment and services for the Authority is largely an administrative task and one that must be coordinated and managed properly to ensure the best possible value for the expenditures incurred.

### Procedures

1. Principals in conjunction with their staff will set priorities for expenditures within each school, which must be taken into consideration prior to purchasing any goods or services.
2. All goods and services to be purchased from school budgets will be submitted on the approved requisition forms available from the Finance Department.
3. Prior to forwarding to the Finance Department, Principals will ensure appropriate funding is available in the budget area(s) for the items being requisitioned.
4. Requisitions will be properly completed with the correct General Ledger coding and complete supplier information.
5. Accounts Payable will review all expenditures to ensure they fall within the guidelines of the approved budget(s) of the appropriate Principal.
6. If approved, the Finance Department will issue all purchase orders in triplicate and will indicate the name of the school and/or department. The requisition form with the signature of the Principal or supervisor will be retained in the Accounts Payable office to be attached to the invoice when paid.
7. Principals are responsible to provide all packing slips and/or confirmations of receipt of goods ordered, making sure these items are actually received. Principals are also responsible to ensure the same process is followed when back orders arrive.
8. All purchases must be supported by appropriate receipts, packing slips and/or invoices in a timely manner to Accounts Payable for approval prior to payment being issued.

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9. Any items shipped that have not been pre-approved will not be paid. Item substantiation must be approved.
  10. The Director of Education and the Comptroller will supervise any expenditure of funds for use of the Administrative office and computer requirements of the Nisichawayasihk Education Authority. These funds must meet the budget guidelines as approved by the Board.
  11. Maintenance Staff in each school, under the supervision of the Principals, will requisition supplies necessary to maintain a safe and healthy environment in the schools. The Principals will review all requisitions, keeping in mind the responsibility for the budget is his/her responsibility and will then approve purchases and complete requisitions authorizing supply purchases.
  12. All out-of-pocket expenses must be accompanied by the original purchase receipt and submitted on an expense claim for re-imbusement from the Authority. These items must be pre-approved and put into the Education Authority's inventory.

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## Policy 408: Payroll

The Board recognizes the imperative for accountability related to the payroll of all employees. It is important that, on offering employment to a prospective employee, the payroll department receives all pertinent information on the Employee Hire Form to ensure that accurate and prompt salary payments can be met. Accurate reporting of employee's time from the employee's immediate supervisor is mandatory and must be submitted in a manner subscribed to. All payroll information will be submitted on time when due.

### Procedures

1. The Director of Education or other authorized individuals will complete a master record for each employee on hiring containing pertinent information necessary for payroll purposes. This record will be on the prescribed form.
2. New teachers will provide proof of experience, certification and other information within three weeks.
3. The Comptroller will update and verify the accuracy of teacher certification and salary grid placement on the current collective agreement. All correspondence in this regard between the school and the Manitoba Certification branch will have a copy sent to the personnel file.
4. Newly hired teachers and/or teachers who have improved their professional standing, whose certification arrives at the Nisichawayasihk Education Authority office after the school year commences, will have their salary adjusted to reflect the new information. The retroactive pay will be processed on the next payroll following receipt of the information.
5. All employees are paid on a biweekly schedule, with the cut-off date for each period being the Friday before payday. For those employees who are being issued pay cheques, they will be available for pickup after 2:00 pm on regular paydays.
6. The vacation year for the accumulation of paid vacation is the first day of April and terminating on the thirty-first day of March the following calendar year.

7. All casual and part time employees will receive vacation pay with each pay period at the rate prescribed by the Government of Canada Labour Standards. Full time non-professional staff shall receive regular pay during the period of annual vacation as if the time was worked. Professional teaching staff and school year employees do not receive vacation pay and are paid for a twelve-month period as per collective agreement.
8. Timecards and timesheets on the prescribed form will be required to initiate a paycheque for all non-union employees. Employees will be responsible for recording required information. The Principal or supervisor, as appropriate, will sign and approve all timesheets before submission to Finance for processing. Timecards will accompany the timesheets and must be submitted to the Nisichawayasihk Education Authority office on the Monday following payroll cut-off.
9. Timecards are not to be altered. If corrections or adjustments are required, they will be noted on the timecard and initialled by the Supervisor.
10. Principals will be responsible for recording all substitutes' hours worked on the prescribed form and obtaining the required information and substitute's signature. Principals or designates will forward the substitutes' forms to the Nisichawayasihk Education Authority office on the Monday following payroll cut-off. Principals will be responsible for the accuracy of the forms.
11. Any time submitted after payroll cut-off will be paid on the next payroll run.
12. Principals will be responsible for completion of the Teacher Absence Report for the school on the prescribed form. This form shall list the date, teacher's name, reason and hours of absence. This report will also contain information regarding substitute teachers and must correspond to the substitute teacher's time sheet. This report will be required at the end of the pay period.
13. Each supervisor will be responsible for completing a Support Staff Absence Report on a prescribed form for all full-time support staff absences. This report will be submitted to the Finance Department at the end of the bi-weekly pay period and must correspond to the employee timesheets.

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14. Hours of work for non-union and casual employees will be determined in discussion with supervisory personnel. The guidelines are as follows:
- a. Education Assistants work as per job description.
  - b. Support personnel work 7.5 hours per day. It is important to have a designated employee be responsible to maintain administrative functions from 8:00 a.m. to 4:30 p.m. inclusive.
  - c. Custodial and maintenance personnel work 8.0 hours per day. These hours may vary based on the requirements of their supervisor and seasonal conditions. Maintenance 1 staff is primarily responsible for call outs.
  - d. All casual employee's hours will be determined on a per job function as set out by their supervisor.
  - e. Professional staff are to be at school a minimum of 30 minutes before the start of the school day and remain 30 minutes at the end of the day. This time does not include extracurricular activities or supervisory time.
15. In the event an employee has no sick time or is taking a leave without pay, the following formulas will determine the daily rates of pay to be deducted.
- a. For teachers: one day's pay = annual salary ÷ no. of teaching days for that school year.
  - b. Educational Assistants: one day's pay = annual salary ÷ no. of teaching days for that school year.
  - c. Support staff: one day's pay = biweekly salary ÷ 10 days.
16. The minimum hourly rate of pay for new hires with the Nisichawayasihk Education Authority will be \$12.00 per hour.

## Policy 409: Government Forms – T4's and ROEs

The Board recognizes and follows all financial principles and accounting procedures that reflect sound financial management.

### Procedures

1. T4's will be issued to all employees as soon as they are available and will be mailed to the last known address no later than February 28 of the following year.
2. Records of employment (ROE) will be issued as soon as conveniently possible, but no later than one week following the last pay period.

## Policy 410: Post-secondary Students Advance

In the event of an emergency, all post secondary students may make application for an advance on their living allowance to a maximum of \$250.00. Emergencies will be judged on their own merit. The Finance Department will keep accurate records of these advances.

### Procedures

1. The student must request advances through the Post-secondary Counsellor(s). If necessary, the counsellor may verify with the Finance Department if any outstanding balances are owing.
2. Advances will be authorized by the Comptroller or designate.
3. Emergency advances will be collected over the next two payments of the living allowance unless otherwise agreed to by the counsellor and the Comptroller or designate.
4. In the event an advance has been requested to cover a damage deposit, these funds will be deducted from the current school year's bi-weekly living allowance.

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## Policy 411: Leave of Absence

The Board recognizes employees may need to be granted a leave of absence from regular duties for a number of reasons beyond the employees' control. Leaves of absence may be granted with or without pay. The Director of Education will grant leaves of absence to employees in accordance with the Collective Agreement and Board Policy. The Canadian Labour Code supersedes any and all agreements relating to minimum standards.

### Procedures

1. Any employee who requires a leave of absence shall submit a completed Leave of Absence form to the immediate supervisor stating the reason and the probable duration of the leave. This request should be submitted at least two weeks in advance whenever possible.
2. Principals or Supervisors may grant leave for two days or fewer. All other leaves require approval from the Director of Education or his/her designate.
3. Principals or Supervisors will advise employees of decisions with respect to leave requests and of the conditions, including salary deductions, if any apply.
4. All teachers who are members of the Nelson House Teachers Association will be granted leaves in accordance with terms of the Collective Agreement.

## Policy 412: Sick-leave Payout

The Board recognizes all employees will accrue sick leave time at a prescribed rate. On termination of employment, all employees with one year of complete service will receive a sick-leave payout for unused days as per procedures.

### Procedures

1. Sick-leave payout will only be paid to employees on termination of employment with Nisichawayasihk Education Authority.
2. Pay out of unused sick leave for all terminated teachers, as spelled out in the Nelson House Teacher's Association Collective Agreement as per Article 9.05 8 and 9, shall be included as part of the final cheque to the teacher in July or as soon as possible after the last day of work.
3. Payout of all unused sick leave for non-union employees will follow the same guidelines as for teachers.
4. This payment will be included on the employee's final cheque or through the payroll following termination.

## Policy 413: Call-out

The Board recognizes the importance of continuously maintaining all property owned by the Authority. To ensure this, an employee may need to be called out for emergencies from time to time after regular working hours or on weekends.

### Procedures

1. Call-outs are part of the Maintenance duties and responsibilities. Maintenance is required to respond to all call-outs immediately.
2. Maintenance will alternate emergency call-outs every week.
3. Each employee is responsible for documenting each callout on a prescribed form recording the hour(s) spent. This form must be submitted to the Director on the next business day. Information will be submitted to Finance.
4. Employees will be granted time-in-lieu for all callouts.
5. All call-outs must be documented stating the reasons and the time of call-out.

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## Policy 414: Health and Group Insurance

The Board believes the health of Authority employees is of utmost importance. To assist employees in maintaining health and in providing financial security to all employees, the Nisichawayasihk Education Authority has made available a Group Benefit Plan. Group benefits are available to all full time permanent employees actively working at least 24 hours per week. The benefits are outlined in the guide provide by the insurer and available from the Finance Department. All employees are required to participate in the Life, Accidental Death and Dismemberment, Short-term and Long-term Disability portions of the group insurance. Dental and medical benefits are mandatory; however, for those individuals where the Nisichawayasihk Education Authority employs both spouses, one spouse may opt out of the dental and medical benefits.

### Procedures

1. Applications for insurance must be completed at the time of hiring and returned to the Finance Department. At the beginning of the school year as part of the orientation, Finance staff will be available to assist in the completion and collection of required information.
2. Once enrolment is finalized, the insurance carrier will issue wallet cards. This card is to be used for prescription purchases, extended medical and dental care.
3. All employees are responsible for completion of any documentation for benefits.
4. For any and all employee absences for illness of more than three working days, supervisors are responsible to advise the Director. This will allow staff time to verify sick leave available to the employee. The Finance Department will verify the employee's sick leave credit as requested
5. For absences in excess of ten working days, the supervisor must inform the Director and/or Comptroller and the employee must complete an application for short-term disability.
6. Any employee on short-term disability unable to return to work in 90 days is required to complete long-term disability forms.
7. Health coverage for new teachers will begin after three months of continuous employment.

## Policy 415: Approved Overtime for Support Staff

The Nisichawayasihk Education Authority provides overtime when an employee is asked to work more than 8 hours per day or 40 hours per week. An employee in management will be granted two hours in lieu for every approved overtime hour worked; time in lieu for teachers is as specified in the Nelson House Teachers' Collective Agreement.

### Procedures

1. Time in lieu for all non-union employees will be taken as time off based on banked time as reported by the employee's supervisor. This time will be granted as two hours in lieu for every approved overtime hour worked.
2. The Director of Education or the Comptroller must approve all time in lieu for administrative staff time for hour-to-hour allocation. The employee must provide a detailed report stating the date, start/stop time and a list of activities performed. This must indicate how much time an individual project took in the event several projects were worked on during the time period. A copy of the completed report(s) must also be attached. Sign-in sheets corresponding to the overtime worked will be attached to the request when the time worked was at the school or the Board office.

## Policy 416: Employment Expenses

The Board recognizes the necessity for non-teaching staff to travel from time to time for professional-development purposes. The Authority endeavours to provide support for those activities by reimbursing reasonable expenses in a manner that is financially sound, responsible and fair to the employee. The Nisichawayasihk Education Authority shall budget an annual amount to serve these needs.

The Nisichawayasihk Education Authority provides funds to the Nelson House Teachers Association for professional development. The Association is responsible to report all expenses related to these activities. Where the school administration requests attendance, travel funds will be budgeted and made available.

### Procedures

1. Principals will meet with all school staff members to set priorities for employee travel within each school. It is important to note that planning is the key to pursuing staff training.
2. Principals of the respective schools will submit an annual educational-development plan to the Director of Education. This plan must meet the needs of both employees and the Nisichawayasihk Education Authority.
3. The Director of Education is responsible for approving all Senior Management travel.
4. The Finance Department will issue travel authorization to designated staff once all necessary documentation has been received. This must be provided at least two weeks prior to travel time and approved in writing by the Director.
5. The Director of Education is directly responsible to the Board. A Board Member and the Comptroller must approve all travel claims for the Director of Education (as per the Authorized Signature Policy). This travel must be for administrative or professional development purposes. The request for travel expenses must be in writing along with proper travel-expense documents.

6. The Director of Education as part of the budget process will develop a travel and expense plan for his/her use. This budget must reflect the needs required to perform duties that are required and approved by the Board.
7. In the event an employee who has received an expense advance is unable to travel, the advance will be returned to the Nisichawayasihk Education Authority immediately.

## Policy 417: Computer Purchase Plan

The Board believes lifelong learning is a desired outcome for a quality education. The Nisichawayasihk Education Authority wishes to assist employees with the purchase of computers to enable and assist in developing computer skills.

### Procedures

1. A permanent full-time employee who wishes to purchase one computer with assistance of a loan from the Nisichawayasihk Education Authority will:
  - a. Determine the computer they wish to purchase and obtain a quote from a reputable vendor
  - b. Apply to the Nisichawayasihk Education Authority Finance Department for the necessary funds and purchase order
  - c. Deliver the Education Authority purchase order to the vendor and receive delivery of the computer
  - d. Sign a promissory note for the amount of the purchase and a 10% administration fee
  - e. Provide a 25% down payment either through a cash payment or an immediate payroll deduction.
2. The Nisichawayasihk Education Authority will approve the purchase of a computer for a permanent full-time employee who has been employed by the authority for a minimum of one year. The Authority will advance funds to the vendor on submission of the proper documentation.
3. The Nisichawayasihk Education Authority will set up a repayment schedule for the employee.
4. Funds advanced will be deducted bi-weekly from the employee's regular salary with the total advanced to be repaid over 10 pay periods.
5. All monies due and owing to the Nisichawayasihk Education Authority by employees who have resigned or are terminated will be deducted from the final pay cheque.

## Policy 418: Payment of Accounts

The Board believes all individuals or corporations who have supplied services, supplies, or equipment to the Authority should be paid for purchases in an orderly and timely fashion. The Board recognizes failure to do so may result in loss of financial reputation and the future withholding of services and supplies necessary for the effective and efficient operation of education at Nelson House or off-reserve locations.

### Procedures

1. All suppliers should submit invoices in duplicate for materials, supplies, services, and equipment after delivery to the school or central office.
2. Invoices accompanied by a signed copy of the delivery receipt should be mailed to the Nisichawayasihk Education Authority.
3. In instances of partial shipment, an invoice for the merchandise that has been delivered and the signed copy of the delivery receipt must be submitted for payment with the purchase order.
4. An invoice to be submitted to the Financial Comptroller's office for approval for payment shall qualify when the following conditions are met:
  - a. It bears the description and price of the items specified on the purchase order, less any allowed discounts
  - b. All extensions and totals have been checked for accuracy
  - c. It has the approval of the purchasing agent.
5. The Board shall approve all staff payroll at a Board meeting. The certified payroll shall include classification, anniversary dates for increments and retroactive pay.

## Policy 419: Deposit of Education Authority Funds

The Board believes in the importance of safeguarding revenues received by the Authority or agents of the Authority and directs all revenues received by the Authority be deposited bi-weekly in a financial institution(s) approved by Board resolution.

### Procedures

1. The Board shall annually approve a financial institution(s) where revenues or monies of the Authority are to be deposited.
2. All deposits shall be recorded and verified in accordance with generally accepted accounting practices.

## Policy 420: Cash in School Buildings

The Board believes monies collected by school employees and students must be handled in a prudent manner to ensure that theft or misallocation does not occur.

### Procedures

1. All monies collected shall be receipted, accounted for, and deposited as soon as possible with the Education Authority's Comptroller.
2. In no case shall money be left over night in the school, except in safes provided for safekeeping of valuables.
3. The Board will not be held responsible for loss of monies left otherwise.

## Policy 421: Accounting For School Funds

The Board shall assure itself that a uniform and effective system for handling all funds is established at its schools. To accomplish this, the Board will establish or cause to be established sound procedures for the proper operation and control of the funds-handling system.

### Procedures

1. The Comptroller shall plan and implement a uniform, simple yet effective system for handling funds at the school level. Once he/she has implemented the system, the Comptroller shall thereafter perform at his/her discretion summary audits of school records and issue related reports. The Comptroller may also request periodic financial statements from the schools.
2. Each School Principal shall be responsible for the day-to-day operation of the system. He/she shall prepare periodic statements at the Comptroller's request. Each Principal may delegate his/her duties to another member of his/her staff, but at all times he/she shall remain accountable for the system's operation at his/her school.

## Policy 422: Replacement of Equipment

The Board believes the Education Authority has a responsibility to underwrite equipment losses from its schools to ensure program quality is not impaired and individuals are not financially harmed by these incidents.

### Procedures

1. The Authority shall underwrite losses of equipment and monies subject to the following conditions:
  - a. The loss must be the result of break, enter and theft.
  - b. The loss shall be reported, in writing, to the Director of Education within two school days
  - c. Loss of equipment essential to the operation of a school, may be compensated either in case or in kind by transfer of surplus equipment.
  - d. Equipment that breaks down because of age and obsolescence.
2. The Authority shall not underwrite the following:
  - a. A loss resulting from mysterious disappearances
  - b. A loss incurred while authorized personnel were present
  - c. A loss by a third party (e.g. students, teachers, student councils, etc.)
  - d. A miscellaneous supply item
  - e. A loss recovered by police.

## Policy 423: Goods For Sale On School Property

The Board prohibits any person from canvassing, selling, or offering to sell goods, services or merchandise to teachers or students on school property without prior approval of the Director of Education.

### Procedures

The following regulations apply to the sale of goods, services, or merchandise on school property.

1. Any person or organization wishing to offer for sale any product or service to staff or students and their parents must first obtain written authority to do so from the Director of Education.
2. Any person not presenting such authority to the Principal will be asked to leave the premises.
3. Representatives of bona fide educational publishers or product manufacturers may discuss matters of mutual concern with Principals, teachers, or students only at the convenience of school personnel and must not interfere with the education program.
4. Arrangements for a requested discussion shall be made in advance through school Principals.
5. Certain activities sponsored by the staff, student body or another responsible agency may be undertaken on receiving school Principal approval. These activities may include:
  - a. Providing services to the school, its students, and/or visitors
  - b. Raising funds for school related activities
  - c. Raising money for charitable causes.
6. School officials shall maintain cordial but ethical relations with vendors offering products or services used by the school system.

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## Policy 424: Inventories

The Board believes all school and Authority property must be accounted for regularly.

### Procedures

1. The Director of Education in cooperation with its school Principals and other supervisory staff shall establish administrative procedures to maintain an inventory of all school buildings, teacherages, furnishings, school equipment, buses, tools, and supplies.
2. The Director of Education shall present an annual inventory report to the Board detailing the continuing inventory and any changes to the inventory. Only those items with a value exceeding \$250 and with a life expectancy of greater than one (1) year shall be posted to the Education Authority's Inventory List.
3. Items can only be removed from the official Education Authority Inventory List by a Board motion.
4. The following personnel or departments have specific inventory responsibilities:
  - a) School Principals should determine that each classroom teacher is responsible for submitting an inventory list in mid-October and mid-June of each year. The Board will provide the inventory form
  - b) Vice Principals are responsible for the inventory of school equipment and buses
  - c) The Instructional technology (IT) staff member is responsible to inventory all computers and software and other IT equipment
  - d) Maintenance is responsible for the inventory of teacherages, tools, equipment and supplies.

## Policy 425: Disposal of Education Authority Property

The Board realizes equipment and materials belonging to the Board may become surplus or obsolete to the needs of the system. These items shall be disposed of in accordance with regulations established by the Board.

### Procedure

1. The Board authorizes the Director of Education to dispose of surplus or obsolete equipment and materials valued at less than two-hundred-and-fifty dollars (\$250.00) or likely to be disposed of at a price less than two-hundred-and-fifty dollars (\$250.00). The Comptroller will determine the saleable value of the property and arrange for sale where possible. The Board must approve disposal of items with a greater value.
2. Disposal of items shall be by public auction, or public notice. The time, date, and location of an auction, or the particulars of the public notice shall be advertised/posted at least twice.
3. Proceeds from the sale of items in (1.) above shall be directed as follows:
  - a. Monies realized through the sale of items originally purchased through Central Office accounts will be credited to the general revenues of the Education Authority.
  - b. Monies realized through the sale of items originally purchased through specific school accounts will be credited to the appropriate school accounts.
4. Requests for the disposal of equipment and supplies shall be directed to the Director of Education.
5. The Director of Education will determine the disposal of non-saleable items.
6. The Director of Education shall ensure accurate records are kept of all disposals.
7. Any item valued at more than two hundred and fifty dollars (\$250.00) can only be written off the official Authority inventory by Board resolution.