

# FORT LA BOSSE SCHOOL DIVISION

TITLE - **INCOME FROM SCHOOL SALES, SERVICES  
AND FUND RAISING\*** POLICY - **DFF-R**

Cross Reference -

Resolution # - 26/18

Legal Reference -

Last Reviewed - 12/02/18

The following reporting procedures and statements will be provided to the Secretary-Treasurer of the Division for all school sales, services and fund raising accounts:

- a) A condensed statement of revenues and expenditures by school bank account(s) for the reporting period;
- b) A continuity of the bank account that reconciles with the net revenues (expenditures) for the reporting period and the opening bank statement;
- c) The bank statement and a bank reconciliation for the end of the reporting period should be prepared and attached;
- d) A certification attached to the above documents signed and dated by someone other than the preparer to acknowledge that this independent person has examined the documents and is satisfied they are complete and accurate; and
- e) A certification from the School Principal signed and dated should accompany the above documents acknowledging he has received the reports and they appear to be true and correct.

These minimum requirements for each school bank account must be submitted periodically as requested by the Secretary Treasurer. A final reconciled year-end financial statement for each account should be forwarded to the Secretary Treasurer on or before the last school day of each school year.

