

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
PAYMENT OF ACCOUNTS	DK

I. POLICY

The Louis Riel School Division recognizes the following provisions of the [Public Schools Act](#) under Sections 41 (1) (c), 41 (8), 41 (8.1), 41 (9), 41 (11), 41 (11.2), 41 (12), 41 (13), 41 (14), 53(4) and 54 (3) for the payment of accounts payable by the Division, for audited financial statements, and for an annual budget.

II. GUIDELINES

- A. The Secretary-Treasurer is accountable to the Board and the Superintendent of Schools in establishing and maintaining adequate financial controls.
- B. To discharge the above responsibilities, the Secretary-Treasurer may delegate to subordinate staff the maintenance of divisional financial controls.
- C. The Secretary-Treasurer may initiate payment of all accounts authorized in the Division's Annual Budget.
- D. The Board's external auditors will annually review the financial controls and forward recommendations as they deem them necessary in a written management letter to the Secretary-Treasurer.
- E. The Secretary-Treasurer will reply to the auditors in writing and forward copies of this correspondence to the Board and the Superintendent of Schools within fourteen days of the next Board meeting.

III. PROCEDURES

- A. Further to the above [Public Schools Act](#) Sections, the Board authorizes the Secretary-Treasurer, and/or the Assistant Secretary-Treasurer under the direction of the Superintendent of Schools, to pay all accounts that are payable by the Division under the following conditions:
 - the expenditures are within the budgetary estimates approved or special motions passed by the Board for the year in which the account is payable;
 - the account is for goods or services purchased in accordance with purchasing policies and procedures approved by the Board;
 - expenditures that exceed approved budgetary estimates or that are not incurred in accordance with approved policies and procedures shall be reported to the Board and any over-expenditure on a "Function" basis shall be approved by motion of the Board.

Adopted:	December 20, 2005	Legal References: Public Schools Act Sections 41, 42, 53 and 54
Revised:	February 5, 2019	
Reaffirmed:	January 17, 2023	