Living Sky School Division No. 202
Administrative Procedure (AP) Manual

Procedure Name: Accounting Guidelines			
Procedure Type:	Business Administration	**Implementation Date:**	FEB 25, 2009
Procedure Number:	7.01	**Last Revision Date:**	SEP 1, 2025
AP Owner:	Superintendent of Business	**Last Review Date:**	SEP 15, 2025
Legal Reference(s):	*The Education Act, 1995, s. 85, 87*		

Background
Living Sky School Division (LSKYSD) follows the accounting procedures for school divisions as required by *The Education Act, 1995* and Ministry of Education policies and directives. School divisions are required to prepare their annual financial statements in accordance with Canadian public sector accounting standards for other government organizations as established by the Public Sector Accounting Board (PSAB) and as published by the Chartered Professional Accountants of Canada (CPA).

From time to time, the Ministry of Education issues guidelines to provide additional guidance in the interpretation and application of accounting standards for school divisions. All school divisions are required to comply with the guidelines.

Scope
This administrative procedure applies to all financial transactions recorded in the Division's accounting system, as well as to the accounting and management of school generated funds at individual schools. Accounting for school generated funds is integrated and consolidated with the Division's main accounting system for financial reporting purposes.

Roles & Responsibilities
Superintendent of Business
- accountable for implementing this administrative procedure and for ensuring that the accounting system fulfills its intended functions

Accounting / Payroll Specialist
- responsible for carrying out and supervising the day-to-day work necessary to implement this administrative procedure and for ensuring that all aspects of the procedure are consistently followed

Procedures
1. Accounting System
   The accounting system must make it possible to:
   a. Provide an accurate record of all financial transactions of the Division,
   b. Produce meaningful interim and annual financial reports,
   c. Show compliance with legal provisions; and
   d. Provide a basis for safeguarding the financial resources of the Division.

2. Chart of Accounts (COA)
   The Division is required to use the *School Division Chart of Accounts and Descriptions*, as approved by the Ministry, for the classification of revenues, expenditures, assets, liabilities, and accumulated surplus in the annual financial statements and other financial reporting to the Ministry. The chart of accounts

and descriptions are consistent with generally accepted accounting principles established by the Public Sector Accounting Board (PSAB).

3. Reporting
   a. Internal financial reports that show the current and projected condition of the budgetary accounts are to be prepared on a quarterly basis and submitted to the Board.
   b. Annual financial statements shall be prepared as of AUG 31 each year and audited by an external auditor. The audited financial statements must be presented to the Board for approval within the timelines specified in *The Education Act, 1995*.
   c. In compliance with the provisions of *The Education Act, 1995*, the Division shall prepare any reports required from time to time by the Minister of Education.

Related

Board Policy 2010 Role of the Board
Board Policy 3050 Assets

AP 7.09 School Generated Funds

Financial Reporting Manual for School Divisions, May 2024 (*Ministry of Education*)
School Division Accounts and Descriptions (*Ministry of Education*)