



## Policy 21

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Tahtwaski kanawapimikohna

## Fiscal Stewardship

One of the foundations of a quality education system is sound fiscal management.

The Superintendent, through the Associate Superintendent Corporate Services, is responsible for fiscal management within KTCEA. The Superintendent shall ensure that the fiscal management of KTCEA will be in accordance with KTCEA's Finance Policy and Administrative Procedures and with the requirements of any Federal, Provincial or other laws and regulations, including the Articles of Association of Kee Tas Kee Now Tribal Council Education Authority Ltd.

### Bank Accounts

1. The Board may authorize the use of any Branch of a Chartered Bank, Credit Union, or Trust Company for KTCEA banking. Only the Board has the authority to open and close bank accounts with financial institutions upon recommendation by the Superintendent.

### Budgeting

2. KTCEA prepares annual budgets (both operating and capital) to ensure resources are used in an open, transparent, and accountable manner that supports the continued achievement of its strategic goals and meets the needs of students and Member Nations over the long term.
3. Preparation of annual operating and capital budgets assists KTCEA in achieving its goals and objectives and ensure its expenditures and commitments do not exceed available funds.
4. KTCEA will operate within a framework that estimated expenses cannot exceed estimated revenues unless the anticipated deficit has been approved by the appropriate authority in accordance with the Delegation of Authority Policy.
5. The KTCEA fiscal year begins on September 1 and concludes on August 31 of the following year.
6. The Superintendent is responsible to the Board for the preparation and presentation of the budget and accountable to the Board for the management of KTCEA's financial resources. The Board will approve the budget in a duly convened meeting and record the approval in the official minutes of the meeting.

## **Budget Revisions**

7. Increases to KTCEA expenditure budgets require approval from the Board through Special Resolution.
8. Repurposing or changing the use of budgeted funds within a Department that are not subject to funding restrictions requires the approval of the Superintendent prior to the repurposing or change of use. If the repurposing or changing the use of budgeted funds results in an increase in total budgeted expenditures for a Department or KTCEA as a whole, the request for repurposing or changing the use of funds also requires the approval of the Board.
9. The Superintendent will present requests for budget revisions to the Board for review and approval with along with the rationale for the revisions.

## **Deficits and Surpluses**

10. The Board has the authority to approve the carry forward of unused budgeted funds for KTCEA Departments to the following year as part of the budgeting process described in this policy. The use or carry forward of all budget surpluses for Departments receiving funding from funding or granting agencies are subject to approval by the respective agency.

## **Investments**

11. It is the Board's policy that KTCEA's investments will be managed and administered to preserve capital and generate sufficient income and growth to meet operational or strategic objectives.
12. The Board will establish and implement a documented investment strategy for KTCEA funds.
13. The investment management strategy will include both short and long-term strategies and will determine the allowable uses of available funds.
14. In developing its Investment Management Strategy, the Board must consider:
  - 14.1. The need to maintain the real value of the capital or income of the board.
  - 14.2. The need to maintain a balance that is appropriate to the circumstances of the board between:
    - 14.2.1. Risk,
    - 14.2.2. Expected total return from income and the appreciation of capital,
    - 14.2.3. Liquidity and,
    - 14.2.4. Regularity of income.
    - 14.2.5. The importance of diversifying the investments to an extent that is appropriate to the circumstances of the Board.
    - 14.2.6. The role of different investments or courses of action in the Board's

portfolio.

14.2.7. The costs, such as commissions and fees, of investment decisions or strategies.

15. The Board will select the investment manager and custodian. KTCEA will enter into agreements with the investment manager and custodian. The investments manager and custodian agreements must be consistent with this policy and procedure and must facilitate execution of the short-term and long-term investment strategies. KTCEA will enter into agreement with the investment manager and custodian prior to transferring funds into the investment account(s). The Board will communicate any rebalancing instructions to the investment manager. The investment manager must annually attend a Board meeting and discuss investment performance, changes in personnel, and investment strategy.

### **External Audit**

16. To demonstrate its commitment to financial accountability and transparency, the Board will engage an external auditor to carry out an audit of its financial statements on an annual basis.

17. The financial statements and the resulting Audit Report will be posted to the KTCEA website. The Board will appoint a qualified external auditor to render an audit opinion on the annual financial statements of KTCEA and special purpose reports, as applicable.

18. The Board will approve the remuneration of the external auditor in a duly convened meeting and note it in the official minutes of the meeting. The external auditor shall be accountable to the Board and continue to serve as auditor until notified otherwise.

19. The Board will conduct an annual assessment of the performance of the external auditor in a duly convened meeting and note it in the official minutes of the meeting.

20. The external auditor will provide audited financial statements for KTCEA consisting of:

- 20.1. Audit Report,
- 20.2. Statement of Financial Position,
- 20.3. Statement of Operations and Accumulated Surplus (Deficit),
- 20.4. Statement of Changes in Net Financial Assets (Net Debt),
- 20.5. Statement of Cash Flows,
- 20.6. Schedule of Tangible Capital Assets,
- 20.7. Schedule of Consolidated Expenses by Object,
- 20.8. Schedule of Program Outcomes,
- 20.9. Schedules of Revenue and Expenses by Segment, and
- 20.10. Unaudited Schedule of Differential Funding.

## **Fraud and Irregularities**

21. The Board is proactive and committed to protecting the revenue, property, information, and other assets of the Authority from fraud and any similar or related irregularity. Board Members, officers, and staff have a duty to report suspicion of fraud.
22. The Superintendent is responsible for developing administrative procedures necessary to implement a fraud prevention policy and provide a monitoring report to the Board on the status of the implementation of this policy.
23. KTCEA will not tolerate fraud or financial irregularities within its organization and will take action to investigate all suspicious activity.
24. For the purposes of this policy, fraud and financial regularities include, but are not limited to:
  - 24.1. Misappropriation of KTCEA funds, supplies or other assets.
  - 24.2. Impropriety in the handling or reporting of money or financial transactions.
  - 24.3. Profiting as a result of insider knowledge of KTCEA activities or access to information.
  - 24.4. Disclosing confidential and proprietary information to outside parties.
  - 24.5. Falsification of time or payroll records.
  - 24.6. Abuse of KTCEA credit cards.
  - 24.7. Personal expenses paid for by KTCEA that do not have a business purpose.
  - 24.8. Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to KTCEA with the exception of gifts less than \$500 in value.
  - 24.9. Intentional abuse of KTCEA assets.
  - 24.10. Destruction, removal, or inappropriate use of KTCEA records, furniture, fixtures, and equipment.
  - 24.11. Any similar or related irregularity.

## **Capital Assets and Planning**

25. KTCEA is responsible for ensuring effective and efficient stewardship and planning of its capital assets and all resources placed in its trust for the provision of K-12 education services.
26. The Authority recognizes that the management of its assets and finances is based on a foundation of integrity, prudent stewardship, public accountability, and full disclosure.

Capital projects shall be funded and included in the annual budget for the year they are to be undertaken. Capital projects must be planned, budgeted for and authorized prior to the commencement of any work.

27. KTCEA is committed to a system-wide culture of collaboration and as such, Board Members, senior staff officials, and all staff share the responsibility for modelling effective and efficient stewardship of capital resources. It is expected that all staff will exercise their stewardship of capital and financial resources by knowing and understanding their respective managerial authority, responsibility, and accountability for decisions that have a financial impact on KTCEA.
28. KTCEA will enter into arrangements acknowledging the buildings are the property of each of the five Member Nations of the Kee Tas Kee Now Tribal Council to maintain the integrity of the buildings' ownership.
29. To safeguard and provide effective oversight and accountability for the use of KTCEA funds and assets and their management, the Superintendent shall implement this policy by developing and implementing administrative procedures, processes, and best practices aligned with provincially and federally legislated requirements, professional accounting standards, and the assignment of responsibilities and accountabilities; and a system of internal controls as recommended in Financial Management Plans.