



**POLICY SECTION:** FINANCE

**SUB-SECTION:** MISCELLANEOUS

**POLICY NAME:** EFFECTIVE FINANCIAL  
MANAGEMENT AND CONTROL OF  
OPERATIONS

**POLICY NO:** F.M. 08

<b>Date Approved:</b> May 2013	<b>Date of Next Review:</b> November 2022	<b>Dates of Amendments:</b> November 13, 2013- Board May 2016- Board November 21, 2019 - Board
<p><b>Cross References:</b></p> <ul style="list-style-type: none"> <li>(1) Education Act, Section 231</li> <li>(2) Education Act, Section 232</li> <li>(3) Education Act, Section 243</li> <li>Ontario Regulation 41/10</li> </ul> <p><i>Consolidated policies:</i> FM05 Signature-Facsimile, FB01 Banks, FB02 Bank Line of Credit, FB03 Short Term Financing and FM06 Cheque Register</p>		

### **Purpose**

To provide greater financial accountability and a higher standard for financial controls in alignment with the Education Act and Ontario Regulations. This policy requires the maintenance of a comprehensive set of operating procedures that will be sensitive to changes in generally accepted accounting principles, new legislation and best business practices.

### **Scope and Responsibility**

The purpose of ensuring financial accountability and effective internal controls is the responsibility of administrators throughout the Toronto Catholic District School Board (TCDSB) organization. The Director of Education, supported by the Chief Financial Officer, is responsible for this policy.

### **Alignment with MYSP:**

Providing Stewardship of Resources

Enhancing Public Confidence



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## **Policy**

The Toronto Catholic District School Board (TCDSB) will achieve effective utilization and protection of its financial resources through sound application and management of financial systems and internal controls. These objectives will be achieved by adherence to International Financial Reporting Standards (IFRS) as determined by the Public Sector Accounting Board (PSAB), sound business practices and applicable Provincial and Federal Statutes and Regulations. Management will maintain comprehensive operational procedures to guide and safeguard both TCDSB staff and assets in its day-to-day operations.

## **Regulations**

### **Financial Management:**

1. The Chief Financial Officer (CFO) for the TCDSB will develop and maintain appropriate, and where required, confidential procedures pertaining to funds disbursement and financial control.
2. A funds disbursement register will be produced on a monthly basis and made available to Trustees of the Board for review.
3. The provision of banking services to the TCDSB will be reviewed as required by the Audit Committee and any change in provider will be made through TCDSB's public tendering process.
4. The Board of Trustees will set an upper limit for short term borrowing by way of a bylaw as required by Ontario Regulation 41/10 and Section 243 of the Education Act.



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5. Investment and borrowing strategies will conform to Ontario Regulation 41/10 of the Education Act and will be reviewed annually by the Audit Committee and Board of Trustees as part of the annual Treasurer's report.
6. The Treasurer to the Board will prepare an annual financial report to the Board of Trustees as required by Ontario Regulation 41/10.

### **Budget Management:**

1. Under Section 232 of the Education Act the Board is required before the beginning of each fiscal year to prepare and adopt estimates of its revenues and expenses for the fiscal year.
2. Section 231 of the Education Act prohibits in-year deficits.
  - (1) A board shall not have an in-year deficit for a fiscal year unless,
    - (a) A regulation made under subsection (2) authorizes the board to have an in-year deficit; or
    - (b) The Minister approves the deficit in accordance with any regulations made under subsection (3).
3. Annual budgets will be monitored and reviewed for financial risks. In any given year when revenue shortfalls or



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unforeseen expenditures appear to be more than temporary, both the Capital and Operating Budgets will be reviewed by staff and reported to Trustees as appropriate. A number of strategic alternatives will be identified to minimize TCDSB's exposure including reallocating budgets and spending constraints.

4. As per the TCDSB Purchasing Policy (F.P.01), the Board of Trustees delegates to the Director of Education the authority to approve the award of all contracts and expenditures up to \$50,000. All other contracts and expenditures greater than \$50,000 must be approved by the Board of Trustees before any money is spent.
5. Monthly financial reports will be distributed to the respective department heads to enable them to manage their budgets and enable the monitoring and control of the budget as authorized by the Board.
6. Financial and budget status reports, will be presented quarterly to the Board by the Business Services Department. Such reports will be in a format that will enable the Board to understand the budget and the financial status of the TCDSB.



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7. TCDSB will not as an ongoing practice depend on prior year's surplus to balance the current year's budget. The prior year's surplus will be transferred to an operating reserve. In the event of an in-year deficit, it will be funded through this reserve in accordance with Section 231 of the Education Act.
8. The tangible Capital assets of TCDSB are capitalized at historical costs and are amortized over the asset's useful life.
9. The TCDSB prepares its financial information in accordance with the local government accounting standards of the Public Sector Accounting Board of the Chartered Professional Accountants Canada (CPA).
10. Sources of financing and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned, and expenditures are recognized as they are incurred as a result of goods or services received and the creation of a legal obligation to pay.
11. The TCDSB prepares budgets for the operating and capital funds. Budgets are prepared on the accrual basis of accounting. The basis of budgeting is the same as the basis of accounting, i.e. the accrual basis.



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### **Evaluation & Metrics**

1. Audit Committee, the TCDSB internal and external Auditors, and the Regional Internal Audit Team (RIAT) will provide input on the this policy to the Board of Trustees as required; All audits conducted would be relevant to the budget services which will be measured against the effectiveness of this policy and other relevant Board policies;
2. The Report of the External Auditors on Internal Financial Controls will be provided annually to the Board of Trustees; and
3. An unqualified opinion from the external auditors will demonstrate effective financial management and control of operations.
4. **The Audit Committee is required to approve any service provided by the Board's external auditor of record that exceeds \$5,000 before any work is awarded. This does not bypass or supersede any requirements identified in the Board's Purchasing Policy.**