

CALGARY SCIENCE SCHOOL SOCIETY

Policy Title: **Role of the Secretary-Treasurer** Policy No. **4.04**

Legal Reference: School Act, Sec. 116
Charter School Handbook
Restated By-laws of the Society

RATIONALE: The School Act requires that charter schools retain the services of a qualified individual to serve in the capacity of Secretary-Treasurer.

POLICY: In accordance with the School Act, the Board will employ a Secretary-Treasurer to oversee the financial operations of the school, advise the Board, the Superintendent, and school administration on matters relating to fiscal management, and report to the Board and school administration the financial status of the school.

PRINCIPLES:

1. The Secretary-Treasurer will report directly to the Superintendent.
2. The Secretary-Treasurer will possess the necessary knowledge and skills to manage the financial affairs of the school.
3. Duties of the Secretary-Treasurer include but are not limited to:
 - a. budget preparation and monitoring,
 - b. preparation of the Annual Budget Report, Capital Plan, Audited Financial Statements, and unaudited schedules to the statements,
 - c. management of all accounts payable and receivable,
 - d. coordination of the annual financial audit,
 - e. ensuring accuracy and administration of payroll and benefits,
 - f. hiring, supervision, and evaluation of the payroll benefits administrator,
 - g. ensuring compliance with all insurance regulations,
 - h. assisting and advising Charter Board committees as directed by the Superintendent,
 - i. representing the Charter Board at meetings as requested,
 - j. implementing policies and procedures relative to the finances of the school,
 - k. preparing and distributing the agenda and document package in advance of monthly Charter Board meetings.
 - l. recording and distributing Charter Board meeting minutes and associated documents.

First Reading November 4, 2008

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