

## **Administrative Procedure 500**

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### **BUSINESS ADMINISTRATION GOALS**

#### **Background**

An effective and efficient Business Administration department will allow the Division to exercise responsible stewardship while providing for the students in the Division.

#### **Procedures**

The Business Administration goals shall be to provide efficient and effective management over all financial resources.

Specifically, this includes:

1. Preparation and review of annual operating and capital budgets.
2. Provision of accurate and timely financial information.
3. Safe-guarding of Division owned assets.
4. Providing financial advice and information to the Board, Director, Superintendent of Facilities, Superintendents of Education and principals as required.
5. Prompt collection of all debts owing to the Division.
6. Appropriate investment of surplus funds.
7. Timely payment of all obligations and debts owed by the Division, in order to reflect the efficiency, effectiveness and reliability of the Division, its employees and Board.

Reference: Sections 85, 87, 108, 109, 110, 278, 279, 281, 282 Education Act