

POLICIES AND PROCEDURES

POLICY: Financial Reporting

Date Approved: July 6, 1999

Last Reviewed: 2019-2020

Dates of Amendment: April 27, 2010; June 11, 2013; May 26, 2020

Cross References:

POLICY:

1. The Ottawa Catholic School Board ("the Board") shall prepare and submit to the Ministry of Education such financial reports as are requested by the Ministry of Education under the authority of the *Education Act*.
2. Internal financial reporting shall be to the Board.

ADMINISTRATIVE PROCEDURES:

1. Financial Reports - Ministry of Education

The following financial reports will be prepared annually for submission to the Ministry of Education by the approximate dates indicated:

- School Board Estimates Return June 30
- Revised School Board Estimates Return December 15
- August 31 Year-End Financial Statements and schedules November 15

2. Financial Reports - Other

The following financial reports will be prepared for internal use by Trustees and Executive

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POLICY: Financial Reporting

staff by the approximate dates indicated:

- Detailed Annual Budget, Preliminary May 31
- Detailed Annual Budget, Final June 30
- Interim Financial Statements (Unaudited) January 31
May 31
September 30
- August 31 Year-End Audited Financial Statements November 15
- Report on Legal May 31
September 30
November 30
- Annual Report on Trustee Professional Development and
Kilometrage Expenditures January 31