
SCHOOL DISTRICT NO. 36 (SURREY)

No. 4900.5

REGULATION: QUARTERLY FINANCIAL REPORTS OF SITE REVENUES AND EXPENDITURES

1. A Quarterly Statement of Site Revenues and Expenditures is to be prepared for each fiscal quarter commencing July 1st and is to be submitted to Fiscal Management Services by the dates as communicated through a B-Memo. Fiscal Management Services will provide a copy of each site's quarterly financial reports to the respective Assistant Superintendents and the Secretary-Treasurer.
2. The quarterly financial reports, as communicated on the B-Memo, are produced from the CA\$CH system.
3. The quarterly financial reports are required to be in a consistent district format. As long as the CA\$CH system has been utilized with application of the standard chart of accounts format, this will automatically be the case.
4. The management officer responsible for the site must review and sign each of the quarterly financial reports before submission.

Revised: 2010-06-24

Revised: 2001-04-10

Approved: 1995-03-14
