

**POLICY COMMITTEE**  
**PUBLIC MEETING AGENDA**

**DATE: MONDAY, APRIL 19, 2021**

**11:00 AM**

**Via Zoom Webinar (access details via email)**

The Richmond Board of Education acknowledges and thanks the First Peoples of the hənq̓əmiŋəm (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

**1. ADOPT AGENDA**

**2. APPROVE MINUTES**

Attachment: Minutes of meeting held February 8, 2021.

**3. SECTION 600: FINANCE**

Report from the Assistant Secretary Treasurer attached.

**4. STATUS OF CURRENT AND ANTICIPATED ITEMS**

Attachment: Update to April 19, 2021

**5. NEXT MEETING DATES**

The next meeting is scheduled for Monday, May 17, 2021 at 11 am.

**6. ADJOURNMENT**

**School District No. 38 (Richmond)**  
**7811 Granville Avenue, Richmond, BC V6Y 3E3**

**MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE**

**Date:** Monday, February 8, 2021 at 10:30 am  
*Via Zoom Webinar*

**Present:** Sandra Nixon, Chairperson  
Debbie Tablotney, Vice-Chairperson  
Norman Goldstein, Member  
Heather Larson, Member  
Scott Robinson, Superintendent  
Roy Uyeno, Secretary Treasurer  
Maria Fu, Assistant Secretary Treasurer  
Frank Geyer, Executive Director, Facilities Services  
Liz Baverstock, Richmond Teachers' Association  
Tim McCracken, Richmond Teachers' Association  
Steve Wenglowski, Richmond Teachers' Association  
JW Cho, Richmond Teachers' Association  
Ian Hillman, CUPE 716  
Mark Hoath, Richmond Association of School Administrators  
Wennie Walker, Richmond Association of School Administrators  
Rebeca Avendano, Richmond Management Professionals Staff  
Catherine Cleary, Executive Assistant (Recording Secretary)

*The Chair called the meeting to order at 10:33 am.*

**1. ADOPT AGENDA**

The agenda was adopted as circulated.

**2. APPROVE MINUTES**

The Minutes of the meeting held January 18, 2021 were approved as circulated.

**3. SECTION 600: FINANCE**

The Assistant Secretary Treasurer spoke to the report as provided with the Agenda and provided background on the revisions reviewed at the Finance and Legal and Audit Committee meetings. It was noted that some policies are being renumbered or being moved to other policy sections. The Finance section was reviewed in its entirety to ensure that all policies reflect the District's current financial principles and practices along with government legislation and regulations.

The Assistant Secretary Treasurer outlined key areas with the most revision work and suggested rewrites, including Policy 611.4: Goods and Services. The Goods and Services policy was revised to reflect *standards* not just price, and goods that the District purchases must meet *sustainability* and “green” standards.

Some questions were asked regarding P (purchase) cards and who they are issued to in the District. The Assistant Secretary Treasurer discussed the processes in place with cards issued to Management or Administrator staff, and that P Cards are limited as they have budget accounts assigned and authority to spend under.

A Committee member thanked the District for the benefits P cards provided as a timesaver and good addition for purchasing. It was also acknowledged that the Policy is well aligned.

Questions were raised regarding charitable donations and the Secretary Treasurer asked that if any committee members had further questions, to please submit them in advance so that responses could be provided at the next Policy meeting.

**ACTION:** It was **AGREED** that further discussion and specific questions be submitted in advance of the next Policy meeting and the Policy Section be further reviewed.

#### **4. SECTION 700: FACILITIES**

The Executive Director, Facilities Services provided a report with an updated summary of the proposed changes under Phase 1 of the Facilities specific policies review and revision timeline with the agenda package.

The Executive Director spoke to the changes made as provided by the Richmond Teachers’ Association (RTA) through some initial feedback from the previous Policy meeting. The number of MLAs and MPs was updated, and a summary of changes included.

Following some further comments and feedback, it was determined that Phase 1 was ready to be sent out for Stakeholder Review.

**ACTION:** It was **AGREED** that a Notice of Motion be brought to the February 24, 2021 Board meeting for a Recommendation at the March 31, 2021 Public Board Meeting to enter Phase 1 of Facilities section into the Stakeholder Review Process.

#### **5. POLICY 105-R: *District Code of Conduct: How We Learn and Work Together* *Personal Use of District Supplies, Equipment and Facilities***

The Executive Director, Facilities Services provided background to the Report that was attached with the agenda.

The Executive Director noted that there have been significant challenges with Covid 19 and custodians ensuring rooms and equipment are safely sanitized for school use. With staff also utilizing school supplies, equipment and facilities outside of business hours there have been ongoing concerns with sanitization of equipment. There is also risk and liability to the District associated with staff using District facilities and equipment without authorization that could be potentially significant.

The proposed revised Regulation would prohibit employees from using District supplies, equipment and facilities for anything other than authorized and normal business use.

The Committee had questions and comments on the suggested changes to the Regulation noting that staff had been able to use equipment and facilities over past years.

**ACTION:** It was **AGREED** that there would be more discussion and review around process for the revision to be brought back at a later date for further discussion.

**6. STATUS OF CURRENT AND ANTICIPATED ITEMS**

The Status document was updated to February 8, 2021 and the Chairperson highlighted the upcoming policies for review.

**6. NEXT MEETING DATES**

Following discussion on timing for the Policy Committee meetings, it was agreed by the Committee that going forward, the public meeting start at 11 am. The next meeting is scheduled for Monday, March 8, 2021 at 11 am.

**7. ADJOURNMENT**

The meeting was adjourned at 11:33 am.

Respectfully Submitted,

Sandra Nixon, Chairperson  
Policy Committee

## Report to the Policy Committee PUBLIC

**DATE:** April 14, 2021  
**FROM:** Maria Fu, Assistant Secretary Treasurer  
**SUBJECT:** Proposed Policy Revisions to Policy 600's - Finance Section

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### BACKGROUND

It has been many years since the Policy 600's - Finance section was reviewed in its entirety to ensure they reflect our current financial principles and practices along with government legislation and regulations.

### CONSULTATION

The draft proposed revisions to the Policy 600's - Finance section was reviewed and discussed at the Finance and Legal Committee on February 19 and May 13, 2020 and the Audit Committee on March 2, May 4 and September 14, 2020.

In addition, the draft Policy 600's - Finance section had its first review at the Policy Committee on February 8, 2021. At that meeting, the Committee agreed to have specific questions submitted in advance of the next meeting and have the Policy 600's come back for one more review.

The March 8, 2021 Policy Committee meeting was cancelled and the Policy 600's is coming to the April 19, 2021 meeting. We have received no questions relating to Policy 600's.

### CONCLUSION

The revisions to policies and regulations in Policy 600's - Finance section are intended to ensure the financial health of the School District in attaining greater fiscal stability and better supporting educational goals. The revisions are aimed to update the framework of accountability, financial principles and functions, and authority and responsibility as they relate to the financial management of the School District and adherence to government legislation and regulations.

The Policy 600's – Finance section is ready for the Stakeholder Review Process.

Respectfully submitted,

*Maria Fu*  
*Assistant Secretary Treasurer*

Proposed Revised Policy 600's - Finance

<b>Proposed Revised Policy</b>	<b>Current Policy</b>	<b>Key Changes</b>
Policy 600 Financial Management (NEW)		Overall Financial Management statement.
Policy 601 Budget <ul style="list-style-type: none"> <li>Regulation 601-R Budget</li> </ul>	Policy 601 Budget <ul style="list-style-type: none"> <li>Regulation 601-R Budget Capital Plan and Operating Budget Preparation</li> <li>Guideline 601-G Budget Capital and Operating Budget Preparation</li> </ul>	Revised to reflect the current budget development and approval processes with budget monitoring and responsibilities, including stakeholders' participation.
Policy 611 Financial Controls (NEW) <ul style="list-style-type: none"> <li>Regulation 611-R Financial Controls (NEW)</li> </ul>		Establish policy and regulation for financial controls.
Policy 611.1 General Banking <ul style="list-style-type: none"> <li>Regulation 611.1-R General Banking</li> </ul>	Policy 608 Selection of Financial Institution <ul style="list-style-type: none"> <li>Regulation 608-R Selection of Financial Institution</li> </ul>	Remove the administration of Canada Savings Bond program (program ended Nov 2107).
Policy 611.2 Investments <ul style="list-style-type: none"> <li>Regulation 611.2-R Investments</li> </ul>	Policy 611 Investments <ul style="list-style-type: none"> <li>Regulation 611-R Investments</li> </ul>	Revise to reflect current investment practices without separate criteria for different funds.
Policy 611.3 Revenue Generation <ul style="list-style-type: none"> <li>Regulation 611.3-R Revenue Generation</li> </ul>	Policy 602.9 Funds Raised for Schools <ul style="list-style-type: none"> <li>Regulation 602.9-R Funds Raised for Schools</li> <li>Guideline 602.9-G Funds Raised for Schools</li> </ul> Policy 602.9.1 General Principles for Revenue Generating Activities <ul style="list-style-type: none"> <li>Regulation 602.9.1-R General Principles for Revenue Generating Activities</li> </ul> Policy 602.9.1.1 Disbursement of Funds from District Revenue Generating Activities <ul style="list-style-type: none"> <li>Regulation 602.9.1.1-R Disbursement of Funds from Revenue Generating Activities</li> <li>Guideline 602.9.1.1-G Disbursements of Funds from District Revenue</li> </ul>	Consolidate revenue generating activities into one policy and regulation.

Proposed Revised Policy 600's - Finance

<b>Proposed Revised Policy</b>	<b>Current Policy</b>	<b>Key Changes</b>
<b>Policy 611.4 Purchasing Goods and Services</b> <ul style="list-style-type: none"> <li>Regulation 611.4-R Purchasing Goods and Services (<i>NEW</i>)</li> <li>Regulation 611.4.1-R Method to Acquiring Goods and Services (<i>NEW</i>)</li> <li>Regulation 611.4.2-R Competitive Bidding Process (<i>NEW</i>)</li> <li>Regulation 611.4.3-R Selection of Vendor Bids and Proposals (<i>NEW</i>)</li> </ul>	<b>Policy 603.1 Purchasing and Tendering</b> <ul style="list-style-type: none"> <li>Regulation 603.1-R Purchasing and Tendering</li> <li>Regulation 603.3-R Purchase Orders</li> </ul>	<p>Outline the principles of purchasing all goods and services, the method to acquire goods and services, competitive bidding process, and selecting and awarding of bids. Update the purchasing process based on value of the goods or service purchased – with updated value limits.</p> <p>Acknowledgement that the District complies with the spirit of intent of all applicable trade agreements. Set out product standards for goods to be purchased.</p>
<b>Policy 611.5 Procurement Cards (<i>NEW</i>)</b> <ul style="list-style-type: none"> <li>Regulation 611.5-R Procurement Cards</li> <li>Regulation 611.5.1-R Usage and Responsibility (<i>NEW</i>)</li> </ul>		<p>Establish policy and regulations for the use and responsibility of the new procurement cards program.</p>
<b>Policy 611.6 Travel Expenses</b> <ul style="list-style-type: none"> <li>Regulation 611.6-R Travel Expenses</li> </ul>	<ul style="list-style-type: none"> <li>Regulation 603.9-R Travel Allowances</li> </ul>	<p>Revised to include guiding principles for travel expenses.</p>
<b>Policy 611.7 Charitable Donations</b> <ul style="list-style-type: none"> <li>Regulation 611.7-R Charitable Donations</li> </ul>	<b>Policy 602.7 Gifts Grants and Benefits</b>	<p>Revised to reflect the definition and conditions of charitable donations and donations-in-kind and adherence to CRA tax rules.</p>
<b>Policy 612 Authorization</b> <ul style="list-style-type: none"> <li>Regulation 612-R Authorized Signatures</li> </ul>	<b>Policy 603.5 Approval and Payment for Goods and Services</b> <b>Policy 603.5.1 Authorized Signatures</b> <ul style="list-style-type: none"> <li>Regulation 603.5.1-R Authorized Signatures- Authorization to Contract</li> </ul>	<p>Contract obligation up to \$50,000 revised signing officer from Manager, Purchasing &amp; Stores to Assistant Secretary Treasurer or designate.</p>
<b>Policy 613 Financial Audit</b>	<b>Policy 604.5 Audits</b> <b>Policy 607 Selection of an Auditor</b> <ul style="list-style-type: none"> <li>Regulation 607-R Selection of an Auditor</li> </ul>	<p>Revised to reference the School Act regarding the appointment of auditor instead of itemizing what the audit entails.</p>
<b>Policy 613.1 Internal Audit (<i>NEW</i>)</b> <ul style="list-style-type: none"> <li>Regulation 613.1-R Internal Audit (<i>NEW</i>)</li> </ul>		<p>Establish policy and regulation for internal audits.</p>
<b>Policy 621 Financial Reporting</b> <ul style="list-style-type: none"> <li>Regulation 621-R Financial Reporting</li> </ul>	<b>Policy 604 Financial Reports</b>	<p>Expand policy to cover the major financial reporting requirements and not just the audited financial statements.</p>
<b>Policy 621.1 Financial Reporting- School Based Funds</b> <ul style="list-style-type: none"> <li>Regulation 621.1-R Financial Reporting – School Based Funds</li> </ul>	<b>Policy 602.9 Funds Raised for Schools</b> <ul style="list-style-type: none"> <li>Regulation 602.9-R Funds Raised for Schools</li> <li>Guideline 602.9-G Funds Raised for Schools</li> </ul>	<p>Outline the principles and responsibilities of school based funds.</p>

Proposed Revised Policy 600's - Finance

Proposed Revised Policy	Current Policy	Key Changes
	Policy 603.5.2 Petty Cash	Request to remove. No active use of petty cash.



**SD#38 (Richmond)**  
**Policy 600's Finance**  
**Proposed Revised Policies**

## **Proposed Revised Policy 600's – Finance Structure**

Policy 600 Financial Management

Policy 601 Budget

Regulation 601-R Budget

Policy 611 Financial Controls

Regulation 611-R Financial Controls

Policy 611.1 General Banking

Regulation 611.1-R General Banking

Policy 611.2 Investments

Regulation 611.2-R Investments

Policy 611.3 Revenue Generation

Regulation 611.3-R Revenue Generation

Policy 611.4 Purchasing Goods and Services

Regulation 611.4-R Purchasing Goods and Services

Regulation 611.4.1-R Method to Acquiring Goods and Services

Regulation 611.4.2-R Competitive Bidding Process

Regulation 611.4.3-R Selection of Vendor Bids and Proposals

Policy 611.5 Procurement Cards

Regulation 611.5-R Procurement Cards

Regulation 611.5.1-R Usage and Responsibility

Policy 611.6 Travel Expenses

Regulation 611.6-R Travel Expenses

Policy 611.7 Charitable Donations

Regulation 611.7-R Charitable Donations

Policy 612 Authorization

Regulation 612-R Authorized Signatures

Policy 613 Financial Audit

Policy 613.1 Internal Audit

Regulation 613.1-R Internal Audit

Policy 621 Financial Reporting

Regulation 621-R Financial Reporting

Policy 621.1 Financial Reporting-School Based Funds

Regulation 621.1-R Financial Reporting – School Based Funds

Policy 631 Accumulated Operating Surplus and Capital Reserves

Regulation 631-R Accumulated Operating Surplus and Capital Reserves

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**FINANCE****Policy 600****Financial Management**

The Board of Education (Richmond) recognizes its responsibility for prudent financial stewardship and for the creation of processes and controls that will ensure due diligence in the financial oversight and accountability of school district operations that support the achievement of strategic education and business goals.

Board Adoption: date

**FINANCE****Policy 601****Budget**

The Board of Education (Richmond) recognizes its responsibility to prudently administer the funding provided by the provincial government, to be used for the provision of education programs. The Board regards the annual budget process as an important way to improve communication and budget setting engagement, both within the school system itself and between the Board, staff, stakeholders and the residents of Richmond.

The Board of Education (Richmond) will ensure an inclusive, transparent annual budget process that is aligned to its strategic plan and budget guiding principles.

PROPOSED

Board Adoption: date

## FINANCE

## Policy 601-R

### Budget

The annual budget is a financial plan reflecting the implementation and maintenance of the Board's educational and operational goals and objectives. The objectives reflected in the budget should be consistent with the Board's vision, mission and values as identified in the Board's Strategic Plan.

In accordance with *Section 156 (12)* of the *School Act*, the Board must not incur a deficit of any kind unless the Board has approval of the Minister or meets criteria prescribed by order of the Minister.

The annual budget of the District shall be compiled in the form and containing the content specified by the Minister of Education:

1. "Estimated expenditures" means the estimated expenditures plus any operating deficit that the board must fund in the fiscal year;
2. "Estimated revenues" means the estimated revenues plus appropriated operating reserves;
3. Estimated expenditures in the annual budget must not exceed estimated revenues.
4. Estimated expenditures in the annual budget, other than the estimated debt services expenses, may exceed the estimated revenues if the board had held a referendum under *Section 112* of the *School Act* and the referendum approved the amount in excess of the estimated revenues.

A budget reflects the best estimate of planned revenues and expenses as of a point in time. Salary and benefit increases, inflation and other estimated changes must be budgeted. In addition, the budget must include all recurring and non-recurring revenues and expenditures for the full fiscal year.

### Budget Development

The annual budget shall be developed based on the instructions received from the Ministry of Education.

In the development of the annual budget, the following must be observed:

- The budget for any fiscal year shall not deviate materially from the Board's policies and strategic priorities.
- Annual recurring expenditure obligations must not be funded from non-recurring revenues.
- Revenues and expenditures must be projected in a manner that avoids fiscal jeopardy.
- Ancillary operations must be operated to cover all direct and indirect operating costs.
- The Board shall not proceed with major building projects unless funding for the full capital and operating costs has been identified.

Board Adoption: date

## Budget Responsibility

The Secretary Treasurer will have the overall responsibility of budget preparation, with the support from the Superintendent and senior management team.

1. Budget planning involves all levels of school and district staff, as well as from the District Parent Advisory Council, staff unions and associations, and other stakeholders.
2. A timeline will be published by the Secretary Treasurer in December, outlining key dates and opportunities for consultation.
3. Opportunities from budget consultation will take place, involving parents, parent associations, staff unions and associations, students and other stakeholders.
4. The results of the consultations will be provided to the Board during the budget process.

It is the responsibility of the Board to assure themselves that the budget represents a responsible implementation of its directions, and reflects prudent stewardship of funds, and to approve the budget.

## Budget Preparation and Approval

The annual budget will be formulated in compliance with dates and instructions established by the Ministry of Education. At the beginning of each budget development cycle, the Secretary Treasurer, in collaboration with the Superintendent, shall prepare and present a budget development plan for the approval of the Board.

The annual budget process shall include:

- Three-year base budget estimates presentation,
- Proposed annual budget including detailed proposed budget adjustments and budget balancing proposal,
- Opportunities for stakeholder groups and public to provide input in the budget development process,
- Annual budget including detailed budget proposals to balance the budget.

The Board, by bylaw, must adopt an annual budget on or before June 30 of each year for the next fiscal year.

The *School Act* states that "if an operating grant to a board is amended under *Section 106.3 (6)*, or a grant is withheld or reduced under *Section 117 (1)*, the minister may order that the board, by bylaw, must amend its annual budget". The Board, by bylaw, must adopt the amended annual budget on or before February 28 of the current fiscal year.

Board approved annual and annual amended budgets shall be posted on the school district website.

Board Adoption: date



## **Budget Approval Outside of the Budget Development Process**

There may be large capital or program expenditures that occur outside of the budget development process due to an unexpected, unforeseen or emergent situation. The process to review and approve such expenditures shall be:

1. Rationale submitted to the Superintendent and Secretary Treasurer as to the nature, estimated cost and estimated completion timeline of the unexpected, unforeseen or emergent situation.
2. Identify processes or controls to aid in reducing the risk or preventing such situation from recurring in the future.
3. The Superintendent and Secretary Treasurer shall review the submission and determine if the expenditure will be recommended for Board approval.
4. The Superintendent and Secretary Treasurer shall document the approval decision.
5. The Secretary Treasurer shall identify potential funding source(s) to cover the unexpected, unforeseen or emergent expenditure.
6. If the cost of the unexpected or emergent expenditure exceeds the approved amount, the Superintendent and Secretary Treasurer shall be informed immediately. The above process shall be followed again for the additional cost.
7. The Board shall be notified of the unexpected, unforeseen or emergent situation and approve of the expenditure that occurred outside of the budget development process.

## **Budget Monitoring**

The Superintendent and Secretary Treasurer are delegated responsibility for the overall management of the educational and operational programs that are supported by the annual budget. The Secretary-Treasurer is specifically responsible for the financial management of the budget and all financial reporting.

It is the responsibility of the Superintendent and Secretary Treasurer to delegate segments of the budget for control and monitoring to designated management staff.

**FINANCE****Policy 611****Financial Controls**

The Board of Education (Richmond) will ensure, through the Secretary Treasurer, that there is accurate and timely recording and reporting of all financial transactions in compliance with Public Sector Accounting Standards, Generally Accepted Accounting Principles, the Ministry of Education and the *School Act*. The School District will implement strong financial controls including regular financial monitoring and audits of financial records.

Board Adoption: date



## FINANCE

## Policy 611-R

### Financial Controls

The *School Act* requires that the District's funds shall be accounted for "in a manner consistent with recognized public sector accounting practices, and specific funds shall be designated in accordance with the requirements specified by the Minister."

The *School Act* requires that the District shall maintain budgetary control over expenditures and shall keep records that conform to good accounting practice and procedure.

Board Adoption: date

**FINANCE****Policy 611.1****General Banking**

The Board of Education (Richmond) recognizes that consideration must be given to utilize banking services in a financially responsible and administratively efficient manner to safeguard the Board monetary assets.

PROPOSED

Board Adoption: date

## FINANCE

## Policy 611.1-R

### General Banking

The school district shall have knowledge of and authorization rights over all bank accounts containing district and/or school funds.

The school district shall reserve the right to select and specify the financial institution(s) with which district and school accounts are held.

The school district shall have the authority to minimize the number of financial institutions with which the district and schools hold accounts in order to promote efficiencies, minimize financial institution service fees, minimize investment risks and ensure cash balances earn adequate interest.

The purpose of banking services is for deposits, transfers, payments, withdrawals and investment of Board funds.

Investment of school district funds must comply with Policy 611.2 - Investments.

### Authority

The Secretary Treasurer or designate shall:

- Establish the terms, conditions and operating arrangements for all district and school bank accounts.
- Approve all district and school bank accounts.
- Appoint the financial institution(s) which shall provide banking services.
- Maintain an inventory of all district and school bank accounts in use.
- Has the authority to delegate the responsibility for the operation of bank accounts to district and school administrators.

**FINANCE****Policy 611.2****Investments**

The Board of Education (Richmond) believes that where cash is available for investment it should be invested in minimal risk financial instruments in order to generate investment revenue for the benefit of the school district. Cash that is available should be invested in minimal risk financial instruments whenever possible based on the following order of priority:

- Preservation of capital,
- Assurance of liquidity,
- An appropriate return consistent with safety and liquidity.

## FINANCE

## Policy 611.2-R

### Investments

The District shall invest public funds in a manner responsive to the public trust. Revenue from investments shall be used in a manner that will best serve the interest of the District.

Investment of funds shall be governed by the following investment objectives:

1. Preservation and Safety of Capital (Principal)

Investments of the District shall be made in a manner that strongly favours preservation of capital. Investment of funds shall only occur when principal is guaranteed. Credit risk minimization shall be achieved through diversification whenever possible and appropriate.

2. Liquidity

The investment portfolio is an integral component in the District's cash management process. As such, the portfolio will remain sufficiently liquid to enable the District to meet all operating requirements, which might be reasonably anticipated.

3. Optimizing Returns

The investment portfolio shall be designed with the objective of attaining an overall yield commensurate with the District's preservation of capital and liquidity.

### Authority

The Board assigns the responsibility for the implementation of the Investment policy to the Secretary Treasurer.

The Board authorizes the Secretary Treasurer or designate to have responsibility over investments for the District. The Secretary Treasurer is responsible for determining any specific procedures for managing and investing of surplus funds for the district and schools. He/she may delegate investment responsibilities. Reasonable care and judgment in making investment decisions that are consistent with this policy shall be exercised.

The Secretary Treasurer will:

- approve any investments with a maturity date greater than 5 years,
- maintain a listing of all district and school investments,
- review this Policy periodically for suitability.

## FINANCE

## Policy 611.3

### Revenue Generation

The Board of Education (Richmond) shall pursue revenue generation opportunities and grant opportunities to supplement government funding and thus allow the Board to enhance programs and services to students. Revenue generation activities are not intended to replace funding of public education by the Government of British Columbia.

The Board of Education (Richmond) is willing to consider school district for-profit initiatives, public-private partnerships and joint ventures, scholarships and other types of business relationships that provide extra funding for the school district. However, these initiatives must be compatible with the Board's mandate to provide a quality education for the K-12 students in our jurisdiction. The integrity of the public school system must be protected and every initiative must respect the school district's privileged relationship with its students, parents and staff.

The Board of Education (Richmond) recognizes that fund raising activities may be necessary at the school level to support curricular programmes, extra-curricular programmes, and cultural activities.

## FINANCE

## Policy 611.3-R

### Revenue Generation

The school district shall consider opportunities to maximize revenue generation where it is in the best interest of public education and students, as outlined in the Board Policy.

### Definition

#### District-Raised Funds

District-raised funds shall be deemed as those funds raised through the organizational efforts of district staff with little or no involvement from staff at the schools. Examples of district-raised funds include funds raised through the International Student Program and private rentals. These funds are considered Board funds. The expenditure of Board funds must be approved through an enactment by the Board and is subject to audit.

#### School-Raised Funds

School-raised funds shall be deemed as those funds raised through the organizational efforts of school staff with little or no involvement from staff at the district level. Examples of school-raised funds include funds raised through vending machines and a wide variety of other fundraising activities that are approved in accordance with Board Policy. These funds are considered Board funds. The expenditure of Board funds must be approved through an enactment by the Board and is subject to audit.

#### PAC-Raised Funds

Funds raised by the Parent Advisory Councils (PAC) on behalf of schools shall be deemed as those funds raised through the organizational efforts of parents in concert with the school. Example of PAC-raised funds include gaming and a wide variety of other fundraising activities. All non-gaming PAC-raised funds are subject to audit by the district in accordance with Board policy.

### General Principles

The school administrators and district management staff are agents of the Board. As agents, they will ensure that all fundraising activities are conducted under their direct supervision. All fundraising activities shall be carefully considered to ensure:

- No interference with the delivery of educational programs,
- No compromise to the integrity and purpose of public education,
- No burden placed on the community, parents or staff,
- No undue risk is placed on the school district.

Board Adoption: date



General principles for revenue generating activities:

1. Revenue generating activities must be consistent with the Board's strategic plan and Board Policy.
2. Care should be taken in choosing the kinds of revenue generating activities to avoid the implied commercial endorsement by the school district. Activities shall be legal, ethical and avoid controversial products or services (no smoking, vaping or alcohol-related products or services) and be within the confines of Board Policy, legislation and contractual obligations.
3. The Board's involvement in revenue generating activities shall not require students to observe, listen to, or read advertising of any kind.
4. Participation by students, teachers and parents in revenue generating activities will be voluntary.
5. No activity should be undertaken which would compromise the goals and objectives of the school, classroom or district. Curriculum and instruction remain the responsibility of educators.
6. Students' access to district resources must not be compromised. Example is renting out gymnasiums when needed for school use.

## Authority

The Board assigns the responsibility for the implementation of the Revenue Generation policy to the Superintendent of Schools and the Secretary Treasurer and authorizes the Superintendent of Schools and the Secretary Treasurer to establish procedures that will guide the implementation of this policy.

The Superintendent of Schools and the Secretary Treasurer or designate shall:

- examine all reasonable revenue generation and grant opportunities that may be of financial benefit to the school district,
- ensure and approve all agreements for a specified period,
- ensure all initiatives are conducted according to the highest ethical standards and be respectful of community standards,
- ensure all partnership comply with all of the Board policies,
- approve all materials distributed to students, staff and parents,
- approve any reference to or use of the school district's name, logo, slogan, mission, vision statements or reputation,
- ensure all sponsored products, materials and services must meet the standards used by the school district in the purchase of similar goods and services.

## Fund Raising for the School

The Board recognizes the diversity existing in the composition of the groups wishing to raise funds, the purposes of which funds are raised, and the methods used to control the funds. Whatever the source or ultimate purpose of the funds, all shall be accounted for in accordance with Board Policy. All records related to a school's fund raising activity are considered part of the school's financial records and subject to audit.

Board Adoption: date



## Fund Raising Groups

Fund raising projects may be undertaken for the benefit of individual schools by the following groups:

1. An internal school grouping consisting of a class, several classes, or the entire school organized for the specific purpose of raising funds. This unique organization formed to raise funds will disband at the completion of the project. Accounting for these funds shall be in the school's financial records and subject to audit.
2. An internal school association or club organized on a yearly basis with a specific function to perform within the school, such as student councils. Accounting for these funds shall be in the school's financial records and subject to audit.
3. A school committee made up of administration, staff, parents and students. This committee would determine the needs of the school by providing input from their respective groups. It would then be responsible to plan the fund raising events and recruit help from volunteers within their organizations. Accounting for these funds shall be in the school's financial records and subject to audit.
4. A Parent Advisory Council (PAC) formed under the authority of *Section 8* of the *School Act*.

Fund raising by groups, other than those listed above, must be pre-approved by the Superintendent of Schools, Secretary Treasurer or designate.

## FINANCE

## Policy 611.4

### Purchasing Goods and Services

The Board of Education (Richmond) recognizes its responsibility for the effective use of public funds in providing quality education to its students. The Board will ensure that all goods and services are obtained in a responsible, cost-effective and professional manner in accordance with competitive public sector procurement practices.

The Board values the district purchasing department's contribution to educational and operational programs through:

- Application of specialized professional knowledge,
- Development of district-wide standards,
- Utilization of public purchasing standards and public sector buying,
- Efficiency of acquisition services,
- Acquisition of sustainable and green products, when possible,
- Realization of best value in acquiring goods and services.

The Board believes the school district should cooperate with other public authorities when appropriate.

The Board's purchasing objective is to satisfy the operational needs of the school district while realizing overall best value for the school district.

The Board recognizes that professional judgment must be exercised in order to achieve an appropriate balance between the Board's principles of purchasing and assigns the responsibility for those judgment to the Secretary Treasurer or designate. The school district's procurement activities must be conducted with integrity and the highest standard of ethical conduct. All individuals involved in the school district's procurement activities act in a manner that is consistent with the principles and objectives of this policy and in accordance with Policy 400-R1 - Conflict of Interest-Employees.

## FINANCE

## Policy 611.4-R

### Purchasing Goods and Services

The District's purchasing activities shall be open, competitive and ethical.

The principles of purchasing all goods and services are:

1. Obtain maximum value by considering the life cycle cost of purchases.
2. Conduct purchasing in an efficient and cost effective manner. Administrative effort and cost are to be commensurate with the value of the purchase.
3. Provide purchasing discretion and flexibility for the district, schools and departments within the granted authority and subject to optimizing best value for the school district as a whole.
4. Establish and renew standardization of goods where appropriate to disseminate experiential base and realize best life cycle value.
5. Procure goods and services without compromising a healthy, safe, relevant and aesthetically acceptable learning and working environment.
6. Provide reasonable opportunities for qualified suppliers and contractors to seek the school district's business.
7. Document rationale for purchases made other than the lowest price bidder.
8. Select vendors through processes which are open, competitive and ethical.
9. Procure goods and services with due regard to a sustainable and green environment.
10. Utilize acceptable professional practices for public sector buying.
11. Utilize purchasing resources for the benefit of the school district.

### Authority

The Board authorizes the Secretary Treasurer or his/her designate to commit the District to purchase contracts within the scope of this policy and to create all procedures required to support the implementation of this policy.

## FINANCE

## Policy 611.4.1-R

### Purchasing Goods and Services

#### Method to Acquire Goods and Services

1. Board Contracts and Appointments

The Board may specifically approve major construction contracts and the appointment of professional advisors including architects, auditors and lawyers. The applicable departments coordinate the use of these services.

2. Consumption-Driven Services

Certain services are contracted district-wide then utilized and charged to sites based upon consumption such as printers.

3. Request for Information

A Request for Information (RFI) may be used by the Purchasing Department to solicit information on new products and services. This process may be initiated before the issuance of a Request for Proposals, Tenders or Request for Quotation to determine specifications, scope of work and requirements. An RFI may or may not request prices. In no circumstance will an RFI result directly in a contract award.

4. Request for Proposals

A Request for Proposal (RFP) may be used by the Purchasing Department to solicit both price proposals and information on products and services. Standard RFP documentation is utilized which outlines award criteria, general terms and conditions, specifications and specific or individual requirements.

5. Maintenance Service Contracts

Maintenance service contracts are utilized where unit rates are specified and usage is authorized by defined district staff. The total value of each of these arrangements is subject to pricing activity requirements.

6. Standing Purchase Orders

Standing purchase orders are issued with a maximum dollar limit to facilitate the acquisition of larger volumes of small dollar value purchases. Standing purchase orders must not be used to circumvent pricing activity requirements.

7. Supply Contracts

Supply contracts have been negotiated with a number of vendors where vendor provides a range of goods at discount prices.

8. Purchase Requisitions

- For purchases not addressed above, the user is required to complete a purchase requisition. This completed purchase requisition will need to be approved by a supervisor and forwarded to the Purchasing Department for action. The purchase requisition must include:

- a. Product requirement

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- b. Quantity of product
- c. General ledger account number to charge
- d. Authorized signature
- e. Delivery date, if applicable

- Managers are encouraged to utilize the knowledge in the Purchasing Department when seeking unique products.
- Purchasing Department is to ensure product standards are acceptable, terms of business are appropriate and required pricing activities are conducted before Purchase Orders are issued.
- Purchase Orders may be issued as either regular Purchase Orders or Standing Purchase Orders. Purchase orders must not circumvent requirements for pricing activity.

## 9. Procurement Cards

Procurement cards are a convenient, efficient, cost-effective method of purchase and payment of small dollar transactions. Refer to Policy 611.5 and 611.5-R - Procurement Cards.

## Vendor Pricing

The extent and formality of price acquisition activity is based on values as follows:

### Goods and Services

Estimated Value	Minimum Action
Up to \$3,000	At the discretion of Assistant Secretary Treasurer or as delegated to Management in Purchasing, or school administrator, or management assigned with responsibility of budget account.
Less than \$25,000	At the discretion of Assistant Secretary Treasurer or as delegated to Management in Purchasing.
\$25,000 to 75,000	Minimum 2 written quotations from vendors.
Over \$75,000	Tender Call or Requests for Proposals to be posted on BC Bid which provides open access to all interested vendors.

### Construction

Estimated Value	Minimum Action
Less than \$100,000	At the discretion of Assistant Secretary Treasurer or as delegated to Management in Purchasing.
\$100,000 to \$200,000	Minimum 3 written quotations from vendors.
Over \$200,000	Tender Call or Requests for Proposals to be posted on BC Bid which provides open access to all interested vendors.

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The foregoing are stated as minimum actions to be taken and do not prohibit more extensive price acquisition activity.

School District No. 38 (Richmond) complies with the spirit of intent of all applicable trade agreements, including the *Canadian Free Trade Agreement (CFTA)* and the *New West Partnership Trade Agreement (NWPTA)*.

Under *NWPTA*, construction is defined as:

A construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement.

When pricing has been established by another government body or purchasing consortium by competitive processes, the Purchasing Department may apply the resulting prices to school district purchases.

In the case of a sole source of supply (only one vendor can provide the good or service), the Sole Source Request Form must be filled out to support that there is no reasonable, competitive alternative source of supply. Once approved by the Secretary Treasurer, or designate, pricing negotiation can occur with the one vendor source.

In case of emergency or unforeseen circumstances, the Secretary Treasurer, or designate, may authorize appropriate actions, in writing, to suspend normal pricing activity.

## Product Standards

The school district needs product standards to:

- Benefit from district-wide experience and knowledge,
- Enable efficient acquisition by schools and departments,
- Minimize the administrative cost of purchasing processes,
- Create economies of scale for vendors to minimize prices paid,
- Minimize costs and down-time for maintenance and repair,
- Facilitate movement of staff and resources between sites,
- Apply consistent high standards of safety consideration in selecting products.

Product standards are to be developed in a manner which seeks to achieve balance between the needs influencing the selection of standards.

Product standards are intended to satisfy a large portion of purchases which have common usage. Non-standard products are appropriate for use in unique circumstances.

The development of district product standards may originate with the Purchasing Department or district departments with relevant responsibilities. The determination of the district product standards is a collaborative process involving the Purchasing Department and the appropriate

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district department or end users.

The primary responsibility of the management of district product standards process rest with the Purchasing Department.

The final determination of district product standards will rest with the appropriate district department.

The adherence to the district product standards is the joint responsibility of the Purchasing Department and the appropriate district department.

## **Demonstration/Loaner Products and Equipment**

Vendors may supply demonstration/loaner products and equipment to the school district for evaluation purposes. In order to ensure the vendor does not develop unwarranted expectation of a sale, the terms and conditions of such arrangements are to be documented in writing by the Purchasing Department where the value of the equipment, or products, or potential risk of damage to school district property exceeds \$2,500.

## FINANCE

## Policy 611.4.2-R

### Purchasing Goods and Services

#### Competitive Bidding Process

Request for Proposals (RFP), Request for Tenders (RFT) and Request for Quotation (RFQ) are formal competitive bidding documents and processes used for larger dollar value purchases where it is considered to be in the school district's interest to incur the additional time and cost involved to:

1. Access value added offers from qualified vendors.
2. Support fair and open bidding competition.
3. Utilize quantitative, qualitative and objective analysis for vendor selection and award.

Each document and associated process has individual legal implications and are used in accordance to these requirements. Assessment of which document and process to be used rests solely with the Purchasing Department.

#### Conduct and Conflict of Interest

All participants in the procurement process, including any outside consultants or other service providers participating on behalf of the school district, must sign a conflict of interest declaration stating any perceived, possible or actual conflict of interest.

All evaluation team members must sign a conflict of interest declaration stating that they have no conflicts of interest with respect of the procurement process, as well as a non-disclosure agreement agreeing to keep the content of bids and proposals confidential.

#### Competitive Bidding Documents

RFPs, RFTs and RFQs provided to potential vendors will include, but not limited to:

1. General information, profile of the district, vendor submission process and instructions, evaluation and award criteria and timelines of completion, if possible, and definitions and terminology related to the particular RFP.
2. Description of the goods or services to be purchased (scope of the service requirement), the current description of the service required, proposed term of the contract and specific objectives that are to be met.
3. Mandatory requirements.
4. Notation of special conditions applicable to the particular requirement.
5. Terms and conditions of the contract being contemplated.
6. Vendor Proposal Questionnaire that would include questions to support the evaluation and award criteria for: corporate strength, financial, technology/quality/service and an opportunity for the vendors to included value added offers.
7. Vendor proposed terms and conditions summary, conflict of interest, third party

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- purchase option, and the vendor acceptance form.
8. Appendices which may include, but not limited to:
    - Vendor receipt confirmation
    - Standard terms and conditions
    - Pricing documents
    - Attachments, such as, diagrams, maps, samples.

## Issuance of Competitive Bidding Documents

1. Originators complete and submit a requisition indicating the budgeted amount that will be committed for the requirement. Originators must be reasonably sure a contract award will occur.
2. Originators complete an Evaluation Criteria document that reflects the importance of weightings to be applied to the requirements. This process is conducted in consultation with the Purchasing Department.
3. Solicitations shall be posted on BC Bid inviting all interested vendors to submit bids for the contract.
4. A vendor pre-qualification process may be used, at the discretion of the Assistant Secretary Treasurer, or designate, to ensure a competitive market is available for the requirement.

## Receipt of Solicitation

1. All formal solicitations will only be received at the Main Reception Desk at the School Board Office (SBO).
2. All solicitations received by the closing date and time specified will be date and time stamped.
3. Acceptance of facsimiles will be at the discretion of the Purchasing Department and in accordance to each requirement.
4. All solicitations received after the closing date and time specified are considered "late" and will NOT be accepted. Envelopes containing late tenders are to be time and date stamped. The Purchasing Department will return late submissions, unopened, to the sender with an accompanying letter.

## Qualification of Bids and Evaluation

Compliant submissions will be evaluated in accordance to the weighted evaluation and award criteria. Consultation with the originator to review analysis will be conducted. If a disagreement or a concern is present and an agreement is not reached, the Assistant Secretary Treasurer, or designate, shall be consulted. Further analysis will be completed to ensure all processes have been conducted in accordance to the Competitive Bidding Law, applicable treaties and school district policies.

All vendor submissions must include the vendor acceptance signed by the bidder.

## Solicitation Award

All awards will be documented with an Approval of Award that may include dollar value of the

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award without taxes, the award rationale, vendor rating, proposal summary, financial summary, quality statements, savings or revenue opportunities and follow-up dates. Signatures from the originator or users and authorized district staff in accordance to their designated authority levels are required.

If the lowest bid or the highest rated vendor is not chosen, supporting documentation must be provided by the originator or authorized delegate.

All notifications or award will be issued by the Purchasing Department. No internal or external communications associated with the award are permitted until after the award documentation has been issued to the winning proponents and such communications should only be conducted by the Purchasing Department.

All vendor debriefings will be directed and conducted by the Purchasing Department with confirmed appointments. Vendor debriefing documents will be filed with the original solicitation.

District solicitations are subject to the *Freedom of Information and Privacy Act*. All requests are to be received in writing and directed to the Assistant Secretary Treasurer, or designate, in cooperation with the Communications Department.

All paper documents will be filed in the Purchasing Department and will be retained pursuant to the retention and audit requirements.

## FINANCE

## Policy 611.4.3-R

### Purchasing Goods and Services

#### Selection of Vendor Bids and Proposals

The primary objective in selecting vendor bids and proposals is to service the operational requirements of the school district in a manner which realizes best overall value for the school district.

The secondary objective is to award business to vendors through processes which are open, competitive and ethical.

Factors to be included in consideration of selecting vendor bids and proposals include:

- a. Best value for the school district.
- b. Compliance with plans and specifications.
- c. Availability of services or goods.
- d. Included or extra warranty.
- e. Service and facilities.
- f. Value-added services provided by vendor.
- g. Delivery date.
- h. Vendor reputation.
- i. Vendor performance record.
- j. Administrative cost of conducting business.
- k. Sustainable environmental "green" products.
- l. Life cycle cost.

The school district does not have a local purchase preference.

The Purchasing Department may meet with the requestor seeking the acquisition or the pre-established acquisition team to review the bid or proposal summary and determine an award recommendation. Where the acquisition is routine and straightforward, of a small scale, or there is not a single requestor or an acquisition team to consult with, the foregoing consultation is not practical and Purchasing shall make a determination of award.

The school district, at all times, reserves the right, to reject bids or proposals on any item or items, whether because of price consideration or for any other reason that would appear to make it inadvisable to buy under the term of the bid or proposal submitted or to conclude any agreements without going out to tender.

#### Award

Decision on awards, after the consultation, will be documented on an Approval of Award form and made according to the dollar value of the award by persons with delegated authority.

The Board may require, by request made prior to the award being made, or the Secretary Treasurer may decide, that the decision with respect to the awarding of the tender be made by the Board.

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When a tender is proposed to be awarded other than the lowest bidder, Purchasing shall ensure supporting documentation is provided, for approval by the Secretary Treasurer or designate.

Unsuccessful vendors shall be informed of the fact in writing. School district staff are not obligated to provide information other than through a pre-arranged vendor debriefing.

PROPOSED

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**FINANCE****Policy 611.5****Procurement Cards**

The Board of Education (Richmond) recognizes the school district has an operational need to conduct daily business purchases for supplies, instructional materials and other small consumables. The Board believes procurement cards permit the quick and efficient procurement of those goods, with supporting documentation and authorization necessary for acceptable internal control.

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## FINANCE

## Policy 611.5-R

### Procurement Cards

The Board believes appropriate use of procurement cards is a customary and economical practice to improve cash management, reduce costs and increase efficiency.

A procurement card account is a separate account established by board authorization for individuals at schools, district offices or departments to provide a more convenient, efficient, cost-effective method of purchase and payment of small dollar transactions and to provide for a simple method of direct payment, all within established board policies and regulations.

### Authority

The Board authorizes the Secretary Treasurer to establish a procurement card system for the school district. The Secretary Treasurer or designate is further authorized to revoke the use of any procurement card issued by the school district.



## FINANCE

## Policy 611.5.1-R

### Purchasing Goods and Services

### Procurement Cards Usage and Responsibility

#### Definition

1. Procurement Card (P-Card)

The P-Card account is a separate account established by board authorization for use by individuals at schools, district offices or departments in making small or emergency purchases. All procurements are the property of the school district. Personal charges and usage of the P-Card are strictly prohibited.

2. Procurement Card Program Administrator

The P-Card Program Administration will be managed by the Finance Services Department (Finance and Purchasing). These responsibilities include, but are not limited to:

- All administrative interaction between school district and the P-Card financial institution.
- Maintaining a cardholder database.
- Authorizing the issue of new cards.
- Arranging for the cancellation of cards.
- Arranging replacement, lost or stolen cards.
- Establishing and maintaining district-wide communication.
- Assisting in normal card usage procedures.
- Assisting in problem resolution.
- Notification of non-compliance to cardholders and initiating appropriate action, if necessary.

3. Account Coordinator

The account coordinator (school administrators and other management staff) is assigned responsibility for budgets directly related to the activities he/she manages. This person is responsible for the authority and use of the P-Card and ensuring proper reconciliation of each card issued under their authorization. By authorizing an employee for use of the P-Card, the account coordinator has granted this employee authority for purchases to be made and charged to the account coordinator's respective budgets. The account coordinator will approve P-Card charges of the authorized employees and ensure proper assignment of general ledger account number to those charges in a timely manner.

4. Procurement Cardholder

The P-Cardholder is the individual, who has responsibility for the P-Card and overall management of its use, including:

- Authorizing disbursements.
- Accounting and reconciliation of the procurement account purchases and credits.
- Maintaining card security to prevent unauthorized charges against the accounts.

- Ensuring purchases are in accordance with district policies, regulations, guidelines and best accounting practices.
- Immediately notifying the P-Card financial institution and the P-Card Program Administrator of lost or stolen cards.
- Notifying the P-Card financial institution and the P-Card Program Administrator of disputed charges.
- Adhering to all conditions and restrictions on card usage.
- Verifying and reconciling all account activity, prices, authorizations for payments, etc.
- Notifying the P-Card Program Administrator of any changes to assignment (school, department) or in personal information (name, workplace location) or any changes that require an adjustment to default general ledger account numbers.

## Authorization of Procurement Card

### 1. Use Approval

The Secretary Treasurer authorizes Financial Services Department to issue a P-Card to any employee at the school, district office or department, where appropriate and within the board's approval of use.

### 2. P-Card Credit Limit

Each P-Card is restricted on the number of transactions and dollar amount of purchases per transaction and per month. The default transaction credit limit per card will be \$1,000 per transaction and a maximum credit limit of \$5,000 per month.

Cardholders may request an increase or decrease of the credit limit through their account coordinator, to the Financial Services Department stating their reasons for the request. Requests will be reviewed for their appropriateness before approval.

### 3. Application for the Procurement Card

Employees wishing to obtain a P-Card can make an application by completing a Procurement Card Application Form (available on the staff portal). This application will include:

- Name of employee
- Employee number
- Location of the employee
- Employee acknowledgement of responsibilities
- Signature of employee
- Authorization by the account coordinator (school administrator or manager)

All applications will be forwarded to the Financial Services Department for review and consideration for a P-Card. Incomplete forms will be returned to applicant. Any denied application will be returned with stated reason.

### 4. Procurement Cardholder Responsibility

#### a. P-Card Use and Management

The P-Cardholder accepts full responsibility for the use of the card once activated. The P-Card is strictly for School District No. 38 (Richmond) business. No personal use of the P-Card is allowed.

The P-Card can be used to make any purchases within the acceptable limits of the



card.

The P-Card is prohibited from being used for:

- Prohibited purchases such as liquor, any products for smoking and/or vaping and explicit materials.
- Wages and salaries.
- Payment to consultants or contractors.
- Cash advances.
- Purchases in excess of \$1,000, including taxes and delivery.
- Orders which have been split into two or more transactions to remain under the \$1,000 limit.
- Personal purchases, even if the cardholder intends to reimburse the district for the expense.

The P-Cardholder must adhere to all the conditions and restrictions imposed on the card usage.

b. P-Card Security

P-Cards must be safeguarded and the number must not be given out except to authorized suppliers (a supplier with whom an order is being placed). Keep the P-Card and the P-Card number and PIN confidential.

c. Lost or Stolen P-Cards

The P-Cardholder must report lost or stolen cards immediately to the P-Card financial institution (Bank of Montreal) and to the P-Card Program Administrator (Financial Services Department). Once reported to the financial institution, the account will be block immediately minimizing the potential risk exposure. Verbal reports of lost or stolen P-Cards must be followed up in writing to the P-Card Program Administrator by way of an Incident Report.

d. P-Cardholder Transfer to Another District Site/Location

In the event a P-Cardholder transfers from one site/location to another or between departments, the P-Card need not be surrendered, if the new account coordinator deems the P-Cardholder should maintain the card. However, the default general ledger account might need to change.

It is the responsibility of the P-Cardholder to immediately advise the P-Card Program Administrator of any changes in assignment or personal information. Before leaving for their new assignment, the P-Cardholder should ensure that all purchases made up to the point of the assignment change are reconciled.

e. P-Cardholder Termination of Employment

The P-Cardholder must inform the P-Card Program Administrator of his/her termination of employment and surrender the card to the P-Card Program Administrator.

f. Fraudulent Card Use

If the financial institution, P-Cardholder or P-Card Program Administrator suspects that the card has been used fraudulently, the card will be cancelled. The financial institution can suspend cards instantly upon notification by the cardholder or program administrator. If the cardholder is asked by a merchant to surrender a revoked card, he/she must do so. Intentional misuse or abuse of the P-Card will

result in immediate revocation of privileges, and may be cause for disciplinary action.

g. Procurement Card Cancellation

A P-Card can be revoked for the following reasons:

- Employment termination of cardholder.
- Suspected misuse or fraudulent use of P-Card.
- Non-compliance with district policies, regulations and guidelines.
- Change in cardholder's employment assignment, where duties do not necessitate the need for a P-Card.
- Lost or stolen P-card.
- Request by Secretary Treasurer or designate to terminate card.

h. Procurement Card Statement Reconciliation

The P-Cardholder must obtain receipts for each transaction to reconcile the purchase made on his/her P-Card. Receipts must be originals and credit card slip/statement is unacceptable. Digital receipts or digitally scanned receipts are acceptable.

If the P-Cardholder has a concern with a transaction, the P-Cardholder will seek resolution directly with the merchant. If the problem cannot be resolved, the P-Cardholder must notify the P-Card Program Administrator.

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**FINANCE****Policy 611.6****Travel Expenses**

The Board of Education (Richmond) recognizes the need for trustees and employees to be reimbursed for all reasonable expenses incurred while performing their duties and responsibilities on behalf of the school district.

The Board supports and encourages trustees and employees to participate in conferences, seminars, workshops and other programs that contribute to their personal and professional growth as it relates to their roles in the school district.

## FINANCE

## Policy 611.6-R

### Travel Expenses

The Board believes that when incurring expenses, trustees and staff must be cognizant of their accountability for public funds and always utilize optimum discretion in ensuring the appropriateness and efficiency of expenditures.

The guiding principles are:

1. Authorization must be obtained prior to arranging travel.
2. Travel miles or other points earned on travel or other expenses are to be utilized for school district business only.
3. Travel is to be arranged by the most economical and practical mode given recognition to the effective use of the traveler's time.
4. Travel advances may be requested from the Financial Services Department for items that cannot be paid for with a district issued procurement card (P-Card) or through direct billing to the school district. The approval of the supervisor is required.
5. Expense claims will be submitted recognizing the fundamental principle that expenses paid from public funds have been incurred prudently and meet the test of appropriateness and reasonableness.
6. All expense claims must be submitted in a format prescribed by the school district immediately following the travel or no later than monthly. Original expense receipts are required. Credit card receipts are not considered receipts.
7. Per diem meal allowance, not exceeding specified limit, will be reimbursed when meal is not provided during travel.
8. Mileage will be reimbursed at the rate stated in the employee's collective agreement or based on the rate used by the British Columbia School Trustees Association (BCSTA).

### Authority

The Board authorizes the Superintendent of Schools and the Secretary Treasurer or designate to develop and implement all procedures related to travel expenses.

## FINANCE

## Policy 611.7

### Charitable Donations

The Board of Education (Richmond) recognizes philanthropy as an expression of community feeling for the welfare of others at the local, provincial, national and international levels.

The Board acknowledges that the district or the local school could be the recipient of a philanthropic act. The school district is a registered charitable organization and can issue official charitable tax receipts for eligible donations.

Where the district or the local school is in receipt of a philanthropic act, such as donations, bequests, memorial gifts, etc., the Board will be notified and it will endeavor to fulfill the intent of the benefactor in compliance with the *School Act* and Board Policy.

The Board believes the receiving of donations and related issuance of official charitable donation tax receipts can contribute to the advancement of education in the school district. The Board recognizes that members of the public often have the ability and desire to enhance public education through direct donations.

The Board will receive donations and provide charitable donation receipts for income tax purposes when the donations are clearly suited for the furtherance of the education purpose of the school district by meeting the requirements of School District No. 38 (Richmond) and adheres to the Government of Canada rules for tax receipt issuance. All transactions must be "at arms length" (i.e., no personal gain, rights, privilege, material benefit or advantage may accrue to the donor or to a person designated by the donor).



## FINANCE

## Policy 611.7-R

### Charitable Donations

The School District No. 38 (Richmond) is a registered charity with the Canada Revenue Agency for the purpose of "advancement of education" as defined in the Income Tax Act. The advancement of education for charity purpose must include formal instruction or training of the mind, preparing a person for a job, or improving a useful branch of human knowledge.

### Definition and Conditions

A charitable donation is voluntary transfer of property or cash that does not provide a material benefit to the donor or a member of the donor's family.

For a gift to qualify as a charitable donation, all of the following conditions must be met:

- Property or cash is transferred by the donor to School District No. 38 (Richmond).
- The donation is voluntary.
- The donation is made without expectation of a return.
- The donation can only be accepted, as defined above, and with the prior agreement of both:
  - a. The account coordinator responsible for the activity accepting any donor restrictive covenant on expenditure of the funds, and
  - b. The Secretary Treasurer, or designate, being satisfied that the purpose of the donation complies with the Income Tax Act.
- The district must maintain direct administration on the use of the donation for their intended purposes.

Transaction *ineligible* as a charitable donation and a charitable donation receipt will NOT be issued:

- If there is a benefit of any kind to the donor or their immediate family. The transaction must be "at arms length".
- For a contribution of personal time or service.
- For a time-share of a period of time arrangement.
- For most "nominal value" used goods that has no fair market value.
- For donation where an exchange of goods for consideration has taken place. The donation must not imply a direct exchange for services rendered.
- If the donation is directed to the benefit of a specific individual.
- For monies provided by parents or guardians for workbooks or field trips for their child.

## Authority

The Board assigns authority and responsibility to the Secretary Treasurer to:

- Ensure that donations for which official charitable receipts are to be issued are only accepted where their purpose satisfies the requirement of the Government of Canada Income Tax Act.
- Accept or decline donation-in-kind requests.
- Authorize the issuance of official charitable tax receipts (minimum \$20).
- Hold and disburse charitable funds received subject to trust conditions which may be attached thereto.
- Adhere to all charitable donation requirements of the Canada Revenue Agency.

## Donation-In-Kind

Donation-in-kind is a tangible piece of property for which title is transferred from the donor to the school district. It is a non-cash gift.

Donation-in-kind can only be accepted and commitment made to issue "donation-in-kind" charitable receipts after:

1. The donated goods adheres to the district's standards of quality, suitability and reasonableness of life cycle operating cost. It must be of a standard acceptable to the school district including considerations of technical operation, health, safety and aesthetic acceptability.
2. Donated equipment must be operational and capable of being operated and repaired at a reasonable cost.
3. The goods must be of educational purposes not for resale.
4. Fair market value has been substantiated by management and agreed to by the donor.
  - a. Computers and other information technology equipment - by Technology Services Department.
  - b. All other donation-in-kind - by Purchasing Department.
5. Confirmation that the goods have been received by the school district.



**FINANCE****Policy 612****Authorization**

The Board of Education (Richmond) shall designate certain positions as having signing authority for Board contracts and funds. These authorizations shall be in effect until amended by the Board.

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## FINANCE

## Policy 612-R

### Authorized Signatures

#### Corporate Seal

The authorized signing officers for execution of all legal documents requiring the Corporate Seal shall be the Chairperson or Vice-Chairperson of the Board, together with the Secretary Treasurer or designate.

#### Collective Agreement

The authorized signing officers for execution of all Collective Agreements and related Memoranda of Understanding shall be the Chairperson of the Board.

Memoranda of Understanding or Letters of Agreement that relate to implementation of the Collective Agreement shall be executed by the Executive Director, Human Resources, or designate.

#### Contracts

The authorized signing officers of the Board for the purpose of executing documents that commit the Board to legal contractual obligations are as set out below:

- For obligations of up to \$50,000:  
one of Assistant Secretary Treasurer,  
or Designate
- For obligations of up to \$250,000:  
one of Secretary Treasurer,  
or Designate,  
or Superintendent of Schools
- For obligations of up to \$1,000,000:  
one of Secretary Treasurer,  
or Designate  
and one of Superintendent of Schools,  
or Designate
- For obligations of over \$1,000,000:  
one of Board Chairperson,  
or Board Vice-Chairperson  
and one of Secretary Treasurer,  
or Designate  
and one of Superintendent of Schools,  
or Designate

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## **Property**

The authorized signing officers for execution of all legal documents relating to the purchase or sale of real property shall be the Chairperson or Vice-Chairperson of the Board, together with the Secretary Treasurer or designate.

The authorizing signing officers for execution of all changes to title, such as right of way and equivalency covenants shall be the Secretary Treasurer or Superintendent of Schools.

## **Authorization for Payment**

For the issuance of cheques, the required signatures shall be:

Any one of:

- Board Chairperson;
- Board Vice-Chairperson;
- Superintendent of Schools;

And any one of:

- Secretary Treasurer;
- Assistant Secretary Treasurer;
- Manager of Financial Services

Such signatures may be affixed by hand, or by cheque0writing facsimile machine under the terms of the Board's agreement with its bank(s) regarding the use of facsimile signatures. The Board shall forward to the bank a certified copy of its resolution authorizing the use of facsimile signatures, and a certified specimen of any signature(s) approved for such use.

**FINANCE****Policy 613****Financial Audit**

In accordance with the *School Act*, Board of Education (Richmond) shall appoint an auditor to audit the accounts and transactions of the Board. The auditor shall possess the qualifications, perform the duties, be granted the powers specified in the *School Act*, and be remunerated by the District. Every trustee and every officer or employee of the Board shall make available all records required by the auditor, and give the auditor every reasonable assistance and furnish the information and explanations concerning the affairs of the Board that the auditor considers necessary to complete the audit.

The auditor shall forward to the Minister a copy of every report made by the auditor to the Board.

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## FINANCE

## Policy 613.1

### Internal Audit

The Board of Education (Richmond) believes that internal audits contributes significantly to improving the way the school district operates and helps senior management to achieve board and district objectives.

The internal audit function is established to conduct independent audits and examinations that provide objective information, advice and assurance to the Board and senior management. Internal audit promotes accountability and best practices in school district operations.

Board Adoption: date

## FINANCE

## Policy 613.1-R

### Internal Audit

Internal audit has two primary tasks:

1. Review and independently assess the practices associated with the school district's key financial, administrative and operational activities.
2. Recommend to management where improvements can be made.

The scope of internal audits may include assessing whether:

- a. Transactions and activities comply with applicable statutes and Board Policy.
- b. Assets are sufficiently safeguarded.
- c. Money has been expended with due regard to economy and efficiency.
- d. Satisfactory procedures have been established to measure and support the effectiveness of programs and activities.

Sound systems of internal controls are the prime vehicle for preventing and detecting misappropriations or fraud. Internal audit will maintain an awareness that will permit an adequate inspection of internal controls. However, internal audit is not responsible for preventing and detecting misappropriation or fraud. Internal audit can aid in the deterrence of fraud, dishonesty and theft of assets.

Whenever it is apparent to internal audit that public funds have been improperly retained by any person, the circumstances shall be reported immediately to the Secretary Treasurer, Superintendent of Schools and the Audit Committee of the Board.

### Authority

The Board assigns the responsibility of performing internal audits for schools and departments to the Secretary Treasurer. The Secretary Treasurer will determine the frequency of internal audits, while maintaining the assurance of internal controls and compliance.

**FINANCE****Policy 621****Financial Reporting**

The *School Act* requires that the school district's funds be accounted for "in a manner consistent with recognized public sector accounting practices, and specific funds shall be designated in accordance with the requirements specified by the Minister."

The Board of Education (Richmond) recognizes the need for fiscal responsibility while ensuring accountability and transparency. Financial reporting strengthens financial governance.

PROPOSED



## FINANCE

## Policy 621-R

### Financial Reporting

#### Annual and Amended Annual Budgets

On or before June 30 of each year, the Board is required by legislation to adopt the following year's annual budget bylaw for all funds held by the school district, as prescribed by the Minister.

On or before February 28 of each year, the Board is required by legislation to adopt an annual amended budget for the current fiscal year, as prescribed by the Minister.

#### Quarterly Financial Results and Projections

Quarterly financial results and projections reports shall be presented to the Finance and Legal Committee. These reports will provide a "macro" (summarized) status of the performance against budget. These report will include an identification of budget variances with explanations.

The schedule of the quarterly financial results and projections reports will be provided to the Financial and Legal Committee in September of each year.

#### Annual Financial Statements

On or before September 15 of each year, the Board is required by legislation to have its Secretary Treasurer prepare annual financial statements about the preceding fiscal year. These statements must include for each fund a statement of financial position, a statement of operations and any other information that the Minister of Education may direct or the regulations prescribe.

As per the *School Act*, the annual financial statements are subject to annual audit.

Following Board approval, the annual financial statements shall be signed by the Board Chairperson and the Secretary Treasurer. No later than September 30 of each year, the Secretary Treasurer shall forward to the Minister a copy of the financial statements together with the auditor's report. No later than December 31 of each year, the financial statements shall be published for distribution to the public, together with the auditor's report.

In addition to these annual financial statements, the Board shall prepare other financial reports and statements as may be required by the Ministry.

#### Financial Statement Discussion and Analysis

The Financial Statement Discussion and Analysis (FSD&A) should be read in conjunction with

Board Adoption: date

the audited financial statements and accompanying notes of the school district. The purpose of the FSD&A is to highlight information and provide explanations which enhances the reader's understanding of the school district's financial statements as well as the factors that influenced the financial results presented in these statements.

While the preparation and presentation of the FSD&A is not a legislative requirement, FSD&A is recommended by the Ministry of Education.

The FSD&A, along with the audited financial statements, will be presented annually to the Audit Committee.

PROPOSED

**FINANCE****Policy 621.1****Financial Reporting – School Based Funds**

The Board of Education (Richmond) shall provide through annual budget, financial support for school activities that are an integral part of the school's curricular program. It recognizes that certain activities may be carried out by the school to enrich the overall school program.

Board Adoption: date

## FINANCE

## Policy 621.1-R

### Financial Reporting – School Based Funds

The Board recognizes that considerable sums of monies are being collected and disbursed in school district schools.

All funds from any and all activities of the school shall be classified as school based funds. The school administrator is responsible for such funds and for the maintenance of financial records in accordance with applicable legislation and Board policy and procedures.

The principles of school based funds are:

1. Any funds raised for a school by its student or employees, and all funds received by the school from external clubs, organizations, parent groups, individuals or any other external sources shall be deposited in a school bank account approved by the Secretary Treasurer or designate.
2. All funds raised or received by a school are under the over-all supervision of the school administration at that school.
3. The school administrator is responsible for ensuring that funds raised are expended for the purpose for which they are raised and for ensuring that school based financial records are maintained in accordance with applicable legislation and Board policy and procedures.
4. All school based financial transactions and statements are subject to audit by the Financial Services Department.

### Authority

The Board assigns the responsibility for the implementation of Financial Reporting for School Based Funds to the Secretary Treasurer.

## POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

POLICY	STATUS	DATE/TIMELINE
<b>Policy 101:</b> Developmental Objectives	Requires revision upon completion of District Strategic Plan.	2021 – following completion of Strategic Plan
<b>Policy 102:</b> Diversity and Inclusion	Requires revision	2021 – with the formation of the Anti-racism Working Group, this along with the cultural diversity work will be combined and worked on in early Spring 2021
<b>Policy 103 Bylaw:</b> Complaints by Students, Parents & the Public	Requires revision	2021
<b>Policy 105-R:</b> <b>District Code of Conduct: How we Learn and Work Together</b> <b>Personal Use of District Supplies, Equipment and Facilities</b>	Requires revision	Feb 8 2021 – Executive Director presented Report and proposed Draft revised Regulation to Policy Committee. Guideline and Policy were reviewed at the Nov 18, 2020 F&L Committee meeting, that advised it be brought to Policy for review.
<b>Policy 204:</b> Creation & Revision of Policy and Regulations	Requires revision	Spring 2021
<b>Policy 502:</b> Student Behaviour and Discipline <b>Policy 502.1:</b> Maintenance of Orderly Conduct <b>Policy 502.2/502.2-R:</b> Student Suspension or Exclusion from School <b>Policy 502.3/502.3-R:</b> Student Possession of Weapons	Requires revision	Jan 18 2021 – Update provided by Deputy Superintendent. Policies and regulations will be updated in with District Code of Conduct and brought back to the Committee for further review and feedback.
<b>Policy 522/522-R:</b> Transportation	Requires revision	2021
<b>Policy Section 600:</b> Finance	Requires revision	Feb 8 2021 – memorandum with revisions/updates on policies for stakeholder review and revision process Apr 19 2021 – Report from Assistant ST and final review of policies prior to NOM to be brought to Board.
<b>Policy Section 700:</b> Facilities	Revisions, etc. This will be the work of the Facilities & Building Committee and will	Nov 16, 2020 Policy meeting – Phase One: Planning & Developmental update provided

*Updated to April 19, 2021*

## POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

	return for discussion and review.	Jan 18 2021– revisions and updates will be provided and guidelines included for information. Feb 8 2021 – further revisions/suggested timeline to enter stakeholder review process <b>Deadline for review process May 10 2021</b>
<b>Policy 804.1:</b> Community Use of Schools <b>Policy 804.4:</b> Fees for Use of District Facilities		<b>2021</b>
<b>Fair Notice/Critical Incidents Protocols/Policy 504.9/504.9-R</b>	Nov 16 2020 – update provided	<b>An update will be provided at a future meeting</b>
<b>Child Care Centres – Ministerial Order to create policy</b>		<b>2021</b>
<b>Document Management Policy</b>	On hold	

*Updated to April 19, 2021*