




Administrative Regulation 501

1. The treasurer is responsible for keeping full and accurate accounts of all receipts and disbursements of the district in proper books of account and depositing all monies or other valuable effects in the name of the district in such bank or banks as may be designated by the board of trustees.
2. The district financial records will include a general ledger and such other books of entry as needed to record all transaction affecting the assets, liabilities and equity (real accounts) and revenue and expenditures (nominal accounts) of the district.
3. No staff member shall open a bank account in the name of the district or in the name of a district school or department except when authorized by a resolution of the board or deposit monies in a bank account other than an account established by a resolution of the board.
4. All monies received or disbursed by a district school or department will be recorded in the financial records of the district.
5. Information on district accounting policies and procedures is available in the *Accounting Manual* available through the controller of Financial Services.

Reference: ECS District Organizational Bylaw 19.0, 20.0 School Act Section 60(2.k),145,146,147, School Act Section 148,149,150 Alberta Education Policy 2.1.6	Approved: 
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Cross-reference: AP 101, 102, 114, 500	Date(s) Revised: June 13, 2000, June 12, 2002 March 15, 2005; June 1, 2008 (reviewed)