



Excellence in Education

## **MEMORANDUM**

**Date:** 03 May 2011  
**To:** Board of Trustees  
**From:** Tim Monds, Superintendent  
**Originator:** Claire Jonsson, Associate Superintendent, Business & Finance  
**Subject:** **BUSINESS AND FINANCE INFORMATION REPORT FOR 2010-2011**

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### **Recommendation**

That the Board of Trustees receives as information the Business and Finance Information Report as presented at its Regular Meeting of 03 May 2011.

### **Background**

The Business and Finance department supports the Board in the management of the financial operations of Parkland School Division No. 70. They are responsible for the development of timely and accurate financial reporting and maintenance of appropriate financial procedures and internal controls.

Administration would be pleased to respond to any questions.

CJ:jlf

## **Business and Finance Information Report**

**2010-11**

### **Department Statistics**

- 8 fulltime office staff
- Process over \$70M in payroll expenses
- Pay over \$21M in invoices through Accounts Payable
- Over \$3M of expenses are paid through the Purchasing Card Program
- Manage over \$100M in revenues from multiple sources
- Support student records function for approximately 9,600 students

### **Purchasing**

- The Trade, Investment and Labour Mobility Agreement went into effect for school boards effective April 2009. Business and Finance is ensuring that all purchases over the new tendering threshold meet all the requirements stated in the agreement

### **Student Records**

- Successfully implemented MIG Schoollogic for 3 pilot schools for the 2011-12 school year. All schools will be using the system during the 2012-13 school year.
- Ensure that all records meet requirements under Student Record Regulations and the Freedom of Information and Protection of Privacy Act
- Currently working with the Provincial Approach for Student Information (PASI), which is an Alberta Government initiative to have a central database for all students in Alberta.

## **Records Management**

- Central filing for Division Office with approximately 1,700 active files and approximately 4,500 inactive subject files and 10,000 cum files stored in the inactive or permanent area
- Scanning permanent records to store in electronic form using Laserfiche software. Approximately 16,500 files have been scanned and are stored electronically

## **Accounts Payable**

Provides support to all 22 schools and the Centre for Education in the manner of processing payments for various invoices and expense accounts:

- An average of 175 cheques and 300 Electronic payments processed in a one month period
- 394 visa purchasing cards are active, with an average of 1,700 transactions per month

## **Payroll**

- Processes pay and benefits for an average of 570 teachers, 120 substitute teachers and 490 support staff per month

## **Finance and Payroll System**

- Employee Self Service is now used by all employee groups in the Division including casual support staff. System has created many efficiencies and cost savings for the Division.

### **Fee collections**

- In 2007-08, implemented new collections process for School Fees and enlisted the services of GroupEcho Collections, which has a 70% success rate with files they receive from the Division.
- Collection rates have significantly improved as a result of the collections process, 98% of Instructional Material Fees were collected in 2009-10.
- Final notices to be sent out in May and to collections in June.

### **Fiscal Accountability Reporting**

- Continue to meet Auditor General's recommendations through monthly and quarterly reporting as well as the quarterly budget update provided to the Board.

### **Internal Controls**

- In 2009-10, an audit review was performed at five sites to ensure compliance to the Division's internal control handbook.
- Seven audits will be performed at school sites this year to ensure compliance to internal control procedures.
- The Internal Controls Handbook, which details what must be followed to ensure proper financial procedures are in place, is updated annually and provided to Administrators and Secretaries

### **Year-end Audit**

- Financial Statements for the 2009-10 school year were provided an unqualified report by Price Waterhouse Coopers
- There were no major outstanding internal control recommendations on the audit report