

The Board of the Canadian Reformed School Society of Neerlandia recognizes that financial accountability of provincially granted funds, tuitions paid by parents, donations, and any other funds that flow through the operation of Covenant Canadian Reformed School is essential to ensure the trust of our stakeholders and the integrity of services that we offer to our students and school community. As such, the Board will put in place protocols which comply with Private Schools Regulation (AR 127/2022) and which follow the accepted accounting standards issued by the Accounting Standards Board and detailed in the appropriate handbook of the Chartered Professional Accountants of Canada, CPA, and reflect the most effective practices of other independent schools in Alberta and Canada. All of this will be done to ensure transparent and ethical use of all the society's funds, which ultimately will reflect the Board's responsibility to uphold diligent, Christian stewardship of the funds in its care. Furthermore, the Board is committed to revising these protocols annually in light of all recommendations flowing from its annual Audited Financial Statements. The Board will ensure that the most recent edition of its *Financial Accountability Policy* is made publicly available before the start of each school year.

The Board of the Canadian Reformed School Society of Neerlandia is committed to ensuring that appropriate internal controls are in place including,

- A. **Segregation of duties** in which the four following areas will be separated:
  - a. Authorization or approval
  - b. Custody of assets (will be separated from accounting to enable a good audit trail)
  - c. Recording transactions, and
  - d. Reconciliation/control activity
- B. **Capital Assets** – ensuring that all capital assets are properly accounted for by ensuring that there is:
  - a. Authorization or approval for expenditure
  - b. Authorization or approval for disposal
  - c. Verification of title to asset purchased
  - d. Periodic (at least annually) audits of fixed asset inventories
- C. **Reimbursement of expenses** – confirming that all expense claims and reimbursements are properly accounted for by ensuring that there is:
  - a. A clearly defined expense reimbursement process
  - b. Original receipts attached to all claims
  - c. Supervisor review and approval prior to submission for payment
  - d. Periodic (at least annually) auditing of a sample of employee reimbursement claims
- D. **Investments** – safeguarding all investments by ensuring that there is:
  - a. A clearly defined investment process document
  - b. Compliance letter confirmations as applicable for external investment advisors
  - c. Verification of title to investments purchased
  - d. Reconciliation of investments to monthly statements

The Board of the Canadian Reformed School Society of Neerlandia is furthermore committed to ensuring that the **role of its senior managers**, with respect to its financial matters involves the following:

- A. Regular reporting to the Board on the annual budget, including variance explanations.
- B. Make financial decisions and allocating resources according to the Board's strategic plan, annual budget, mission, and mandate.
- C. Comply with all legislated and regulatory requirements.
- D. Provide transparency and accountability for all financial transactions.
- E. Maintain appropriate oversight over all financial operations.

With respect to **conflicts of interest**, the Board of the Canadian Reformed School Society of Neerlandia acknowledges and supports that the employer relationship with employees, volunteers, delegates, students, and third-party services is

founded upon trust and commitment to the Board's mission and activities. Individuals must therefore remain cognizant of the fundamental principles of Board governance, and in particular, those of neutrality and impartiality. Individuals must refrain from undertaking any activities that are perceived to be or are in conflict of interest with the governing body's mission or activities. Further, the Board will ensure that all **related-party transactions** are conducted in a manner that is ethical and legal, avoids conflict of interest, and abides by the requirements outlined in section 24 of the *Private Schools Regulation (AR 127/2022)*.

Finally, the Board of the Canadian Reformed School Society of Neerlandia is committed to ensuring, in matters relating to the **compensation of senior managers** of the funded school, that the total compensation broken down by category for each applicable senior manager, as per section 22(1)e of the *Private Schools Regulation (AR 127/2022)*, must be approved by the Board on an annual basis and whenever any compensation change is proposed. Total compensation must also be differentiated between those amounts grant funded and those amounts funded by other means as outlined in sections 27 to 32 of the *Private Schools Regulation (AR 127/2022)*.

### **Legislative Connections**

*Alberta Education Funding Manual - Reporting Requirements Section J*

*ECS Regulation (AR 126/2022)*

*Education Grants Regulation (AR 120/2008)*

*Income Tax Act (Canada)*

*Private Schools Regulation (AR 127/2022)*

# FINANCIAL PROCEDURES

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## Definitions

- a) **Conflict of Interest** is any situation either real or perceived in which a director's personal interests – family, friendships, financial or social factors - could compromise his/her judgement, decisions or actions in their official capacity as director;
- b) **Fair Market Value (FMV)** is the price a product would sell for on the open market assuming both the buyer and seller are reasonably knowledgeable about the asset, are behaving in their own best interests, are free from undue pressure, and are given a reasonable time period for completing the transaction. Section 24(6) in the *Private Schools Regulation (AR127/2022)* outlines that FMV must be determined by an accredited appraiser of the Appraisal Institute of Canada.
- c) **Internal Controls** are policies and procedures put in place to ensure the continued reliability of accounting systems.
- d) **Related-Party Transaction** is a deal or arrangement between two parties who are joined by a pre-existing business relationship or a common interest (eg. a school decides to lease property from one of the school's directors). Organizations often seek to secure business arrangements with parties with whom they are familiar or have common interest. While these types of transactions are legal, they could potentially create conflict of interest or lead to situations that are illegal or unethical. Organizations will want to create procedures for approving these transactions so as to safeguard against potential abuses.
- e) **Senior Manager:** Senior managers are those individuals filling senior management positions that have been identified by the Board (see *Board Member's Handbook*, Chart of Administration, section 3.1).
- f) **Total Compensation** is the total amount of the four following types of compensation (if applicable):
  - 1) Direct Compensation: Base salary and any additional earnings which would include overtime, all types of bonuses, and vehicle allowances.
  - 2) Indirect Compensation: Benefits paid by the employer, which would include the employer's portion of all health benefit plans, health spending account, gym and/or club memberships, retirement plans, savings plans, vacation pay or paid time off.
  - 3) Non-cash Benefits: These benefits have value and take the form of something other than cash and would include reimbursement for educational programs, provision of a Board vehicle, provision all or a portion of Board housing/accommodation, personal use of Board earned loyalty program rewards. The latter three would be at fair market value, along with any approved personal expenses paid by the Board in whole or in part.
  - 4) Long-term incentives: Equity-based compensation that usually involves a longer schedule whereby an employee may only qualify after a certain level of performance and/or time.

## SEGREGATION OF DUTIES

For internal controls to be effective, the Board of the Canadian Reformed School Society of Neerlandia is committed to ensuring that there is an adequate division of responsibilities between those that perform accounting procedures or control activities and those individuals that handle assets.

Wherever possible, separate employees or members of the Board will perform each of the four major duties:

- A. Authorization or approval
- B. Custody of assets
- C. Recording transactions, and
- D. Reconciliation/control activity

The flow of transaction processing and related activities have been designed so that the work of one individual is either independent of, or serves to check on, the work of another. By doing so, this reduces the risk of undetected error and limits opportunities to misappropriate assets or conceal intentional misstatements in the financial statements. Due to a limited number of staff, duties cannot be completely segregated. Therefore, mitigating controls, such as a detailed monthly review by the Board Treasurer and Assistant-Treasurer, have been put in place to reduce risks.

## **A. Authorization or Approval**

### **1) Approval of Payment**

- a) Purchase Orders will be used for any purchases made on credit or account and detailed invoices will be required from all providers.
- b) Where applicable, reconciliation of packing slips with invoices will be completed before an invoice is approved for payment.
- c) All expenses must be allocated to a specific budget expense category when approved for payment.
- d) Larger purchases by staff members (eg. classroom equipment or furniture) must be pre-approved by a member of the school's administrative staff and a Purchase Order must be issued by the office prior to purchase. A detailed invoice will be required.
- e) Unforeseen expenses that exceed approved budget limits must be pre-approved by the Board prior to order and/or purchase.
- f) Invoices for expenses that fall under the Education Budget (textbooks, resources, supplies, field trips, etc.) must be verified and approved by a member of the school's administrative staff before submission to the finance manager for payment.
- g) Invoices for expenses that fall under committee oversight (eg. IT, Maintenance) must be verified and approved by the committee's chair or board liaison before payment is made by the finance manager.
- h) Invoices for utilities expenses may be paid by the finance manager without prior approval.
- i) Invoices for Board and Administration expenses must be approved by a Board member before payment may be made by the finance manager.

### **2) Payment Authorizations**

- a) All payments made by cheque and non-payroll electronic funds transfers will require the authorization of two non-related signatory officers.
- b) Signatory officers will be appointed by the Board and their signatory powers will cease at the discretion of the Board or when they leave their positions with the Board or school. These officers will be the Board Treasurer and Assistant-Treasurer, and the Finance Manager.
- c) Authorized users of the online banking system will be provided with unique access ID's and passwords by the bank. Only signatory officers may be authorized users of the online banking system; this authorization will cease at the discretion of the Board or when they leave their positions with the Board or school.

### **3) Payroll**

- a) Annual payroll amounts along with any changes to payroll, including bonuses, must be approved by the Board.
- b) The Treasurer will regularly monitor payroll records for month-to-month variations.
- c) The school society will utilize direct payroll deposits whenever possible.
- d) Authorized users of the secure direct payroll deposit system will be provided with unique passwords or access codes.
- e) Direct payroll deposit statements will be reviewed and signed by two non-related signatory officers at each payroll period.

### **4) Credit Card/Fuel Cardlock Card**

- a) The Principal will authorize credit card and fuel card users, and establish policy for their use.
- b) All credit card receipts must be filed in the school's administration office and reconciled by administration staff with the monthly credit card statement before forwarding to the finance manager for payment.
- c) All fuel receipts must include the name of the driver and destination of the trip, and be submitted to the school's administration office for reconciliation with the monthly fuel account statement before forwarding to the finance manager for payment.
- d) Cardholders will take steps to safeguard their card numbers and PINs.
- e) When ordering online, cardholders will give card information only to reputable, verified vendors.
- f) Credit cards must be surrendered upon leave, termination of employment, or at the request of the Principal.

## **B. Custody of Assets**

### **1) Ordering and Receiving of Supplies**

- a) All ordering of school supplies and textbooks will be done by school administrative staff under the oversight of the Principal. Teachers and support staff must submit order requests to the administration office with the applicable budget expense category included in the request.
- b) Upon receipt of an order, administrative staff will reconcile the packing slip with the purchase order.
- c) The accuracy of the packing slip will be confirmed before releasing the items to the applicable staff member or placing the items in storage.

### **2) Inventory Control**

- a) School employees will follow established procedures for tracking inventories of textbooks, computers, and furniture, and reporting lost or damaged items to the administration office.
- b) All textbooks, teacher resources and library books will be stamped as property of the school society immediately upon receipt.
- c) General school supplies will be stored in locked storage rooms and accessed only by authorized staff.
- d) Inventories of general school supplies will be reviewed regularly by administrative staff to ensure a ready supply of materials for staff and students.
- e) An electronic system for checking out and returning library books will be used. A review of the library's inventory will be done annually. Lost and damaged books will be dealt with according to established library policy.

### **3) Cash & Investment Accounts**

- a) The Board's Treasurer and Assistant-Treasurer have sole responsibility for the funds held in the school society's bank accounts (chequing, savings and/or investment accounts). All transactions, except deposits, will require the authorization of two non-related signatory officers.
- b) The Board will maintain a blanket fidelity bond in the amount of \$250,000 that covers all directors and employees. Coverage for computer fraud or funds transfer fraud will be maintained in the amount of \$250,000.

### **4) Petty Cash**

- a) Petty cash held on the school premises will not exceed \$250 and may be accessed only by administrative staff.
- b) Receipts will be required for all petty cash transactions.
- c) The Principal will give signed authorization for a payment with petty cash.
- d) Petty cash will be reconciled on a regular basis.

## **C. Recording Transactions**

### **1) Bookkeeping**

- a) The basis for all bookkeeping entries is the school's annual budget, which will be developed under the supervision of the Board Treasurer and the Principal and will be approved by the Board.
- b) The staff member authorized to use the school's bookkeeping software will access this software through a secure password.
- c) Bookkeeping duties will be managed by the finance manager under the oversight of the Board Treasurer and Assistant-Treasurer.
- d) Bookkeeping duties will include all aspects of accounts payable, accounts receivable, payroll, monthly reconciliation of accounts, as well as maintaining records of donations received for the purpose of issuing donation receipts.

### **2) Deposits**

- a) Detailed documentation will be maintained for all deposits, including a list of all cheques and cash included in each bank deposit.
- b) Deposits made and recorded by the finance manager will be verified and reconciled to the recorded transactions by the Treasurer.
- c) A summary report of each month's deposits, with all deposit statements attached, will be verified and signed by two signatory officers.

- d) Authorized users of secure reporting systems for on-line banking payments and secure auto-withdrawal systems will be provided with unique passwords or access codes.
- e) Auto-deposit must be enabled on the school's bank account for the receipt of e-transfers.
- f) The finance manager will use a standardized form for recording all electronic payments received. This record of electronic deposits must be reconciled monthly with the bank statement.
- g) Cash counts and trial balances will be conducted as needed. Cash receipts from fundraising activities will be counted and verified by at least 2 non-related staff or committee members before submitting to the finance manager for verification and deposit.

### 3) Charities Receipting

- a) The school society will follow the rules set out in the *Income Tax Act (Canada)* and the guidelines established by the Canada Revenue Agency.
- b) The school society will retain copies of all receipts issued and will maintain thorough records of all donations received.
- c) Subject to legislation and CRA guidelines, the school society will use gifts for the purposes intended by the donor.
- d) The school society will only issue receipts for donations of "property" as defined in the above references and not for services.
- e) Receipts will not be issued for the portion of any donation that provides an advantage to the donor (e.g. a donor who pays an entry fee to a fundraising golf tournament can only be provided with a receipt for the portion of the entry above the cost of the green fees, meal, and any "gifts" received).

## **D. Reconciliation/Control Activity**

### 1) Account Reconciliations and Month-end Procedures

- a) The finance manager will conduct reconciliations of all accounts on a monthly basis. Any discrepancies will be reported to the Treasurer.
- b) In addition to account reconciliations, the finance manager will
  - i. conduct a trial balance of all ledger accounts,
  - ii. submit payroll source deductions to CRA,
  - iii. submit employee RRSP investments to the Board's benefits provider,
  - iv. reconcile the Membership/Parent Fees Records with total donations/tuitions income on the month's Income Statement,
  - v. record all donations received in the Donations program (for receipting purposes) and reconcile the totals with the donations/tuitions income on the month's Income Statement,
  - vi. perform back-ups of all files.

### 2) Monthly Budget Reports

- a) The finance manager will submit monthly reports to the Board Treasurer and Assistant Treasurer. These reports will include:
  - i. A detailed report of society membership/parent fees paid and year-to date account balances
  - ii. Income Statement and Balance Sheet for the applicable month
  - iii. Year-to-Date Actual/Budget income and expense comparison report
- b) The finance manager will submit monthly budget-specific year-to-date financial reports to the:
  - i. Principal (Education Budget, Pro.D., Furniture & Equipment, Misc expenses)
  - ii. Parental Advisory Committee (Education Budget)
  - iii. Special Ed Coordinator (Special Ed & ECS PUF budgets)
  - iv. Library Committee
  - v. IT Committee (annual licenses, equipment purchases & repairs, tech labour)
  - vi. Maintenance Committee
  - vii. Expansion Committee (if applicable)
  - viii. Janitor (Janitor Supplies budget)

### 3) Reporting

- a) The Treasurer will follow the recommended *CPA Handbook* guidelines for not-for-profit financial reporting to the Board (and society) and report on:

- i. The budget for each coming school year.
- ii. The audited financial statement (AFS) for the year completed.
- iii. Internal in-year reports on actual results compared to budget and to previous years, explaining any discrepancies:
  - 1. Statements of Financial Position (Balance Sheet).
  - 2. Statements of Operations (Income and Expenditures).

#### 4) Audited Financial Statements

- a) In August of each year the Board will appoint as auditor a professional accounting firm registered under the *Chartered Professional Accountants Act* and authorized to perform an audit engagement.
- b) The annual audit will follow the Canadian Auditing Standards as found in the *CPA Canada Handbook*.
- c) The annual audit will list all related-party transactions and describe the amounts and, where applicable, contractual obligations with each transaction.
- d) The school society will make publicly available the audited Statement of Operations for the fiscal year just completed.
- e) The full audited financial statements and compensation for senior management employees will be made available to society members and parents of enrolled students upon request.

#### 5) Record Retention

- a) All financial records, including copies of invoices, deposit statements, payroll & benefits records, bank statements, and donation receipts will be stored on site in locked storage for a minimum of 6 years.
- b) Digital copies of all ledgers, journal entries, and donation receipts will be created at the close of each fiscal year and stored on-site indefinitely, with a back-up copy stored in a secure off-site location.

### **CAPITAL ASSETS**

- 1) Capital assets are assets of a tangible nature that are owned by the Board of the Canadian Reformed School Society of Neerlandia and intended to be used on a continuing basis extending beyond an accounting period in the normal course of operations and are not intended for sale in regular course of business.
- 2) Capital asset ownership rests with the Board of the Canadian Reformed School Society of Neerlandia.
- 3) Capital assets with a value per unit exceeding a threshold amount of \$5,000 shall be capitalized in the financial accounting records of the Board of the Canadian Reformed School Society of Neerlandia.
- 4) Items purchased not meeting the threshold of \$5,000 will be expensed in the year of acquisition.
- 5) If applicable, the Board of the Canadian Reformed School Society of Neerlandia will approve annually a detailed Capital budget for the upcoming year, or a Capital budget dollar amount.
- 6) All capital asset purchases included in the Capital budget must be approved by at least two signatory officers on the Capital Asset Acquisition Form (Appendix A).
- 7) Capital asset purchases not included in the Capital budget must be pre-approved by the Board and authorized by two signatory officers.
- 8) All capital purchases are subject to Board purchasing procedures.
- 9) Disposal of any capital assets requires approval of the Board and signed authorization by two signatory officers on the Capital Asset Disposal Form (Appendix B).
- 10) All disposals of assets must be managed in a fair and equitable manner. The interests of the Board of the Canadian Reformed School Society of Neerlandia must take precedence when the method of disposal is chosen.
- 11) All sales (or trade-in) of capital assets must be for fair market value (FMV).
- 12) Capital assets may not be gifted to employees.
- 13) Annually, all capital assets will be inventoried and reconciled to records with a physical count, where applicable.

### **REIMBURSEMENT OF EXPENSES**

- 1) In accordance with established policies and procedures, expenses must only be incurred and reimbursed for school-related expenses.
- 2) Qualifying expenses can include (but are not limited to):
  - a) Professional development

- b) School and classroom supplies, office supplies, classroom or office furniture, etc.
  - c) Janitor's cleaning supplies
  - d) Travel and/or mileage
  - e) Staff Health & Wellness Allowance and/or 50/50 Book Allowance
  - f) Staff appreciation (eg. Board/Staff social events, staff Christmas gifts, departing gifts, etc.)
- 3) Supplies purchased for use in personal devices not kept at the school (eg. ink for a personal printer at home) will not be reimbursed.
  - 4) Original receipts must be attached to support all expense claim items. Unsupported expense claims, where the original itemized receipts are not provided, will not be reimbursed. If the original receipt has been lost, the claimant may request the vendor to reissue the receipt.
  - 5) Expense claims for school supplies, books, etc. must include the applicable budget expense category and be approved by the administrative staff; in the case of the Principal, the Treasurer must approve his/her claims.
  - 6) Mileage claims should include the date and purpose of the trip and total kilometers travelled and must be approved by the Principal before submission to the finance manager for reimbursement; in the case of the Principal, the Treasurer must approve his/her claims. Mileage rate will be \$0.50/km. When planning school-related travel, employees must use the most cost-effective method of travel (ie. drive vs. fly).
  - 7) Staff reimbursements will be included with mid-month and month-end direct payroll deposits whenever possible.
  - 8) Reimbursements for Board and Administration expenses must be approved by the Treasurer or Assistant Treasurer.
  - 9) All receipts must be submitted in the fiscal year that they were incurred; deadline for submission is July 31<sup>st</sup>, any late submissions will not be reimbursed.
  - 10) Expense claims are subject to subsequent review and audit procedures. This may result in adjustments, including possible repayment by the claimant to the Board of the Canadian Reformed School Society of Neerlandia.
  - 11) The claimant is accountable to ensure all expenses are adequately documented, supported, eligible and in support of the stated mission and goals of the Covenant Canadian Reformed School.

## **INVESTMENTS**

All investments must be approved by the Board of the Canadian Reformed School Society of Neerlandia and conform to the *Education Act (Investment Regulation 90/2019)*. The Board may invest funds held in Reserve and/or excess operating funds in Guaranteed Investment Certificates (GIC's) or securities of a similar nature. Decisions regarding term of investment and rate of return will be based on the advice of the Board Treasurer, who shall endeavor to:

- 1) Determine when the funds may be required for operations and/or capital expenses and make recommendations on investment terms accordingly.
- 2) Find the best rate of return for the society's investments.
- 3) Report on investment earnings to the Board and society on a regular basis.

## **ROLES AND RESPONSIBILITIES of the BOARD of the CANADIAN REFORMED SCHOOL SOCIETY OF NEERLANDIA**

With regards to financial responsibilities, the Board shall:

- 1) Approve the annual Operating and (if applicable) Capital budget.
- 2) Review the monthly and annual financial statements and the accompanying variance explanations.
- 3) Approve the annual Audited Financial Statements.
- 4) Ensure adequate internal controls are in place and being adhered to.
- 5) Establish and update as applicable Board financial policies.

## **ROLES AND RESPONSIBILITIES of SENIOR MANAGERS of COVENANT CANADIAN REFORMED SCHOOL**

With regards to financial responsibilities, the Senior Managers shall:

- 1) Adhere to the Board-approved Operating budget and (if applicable) Capital budget.
- 2) Advise the Board in a timely fashion of any significant potential variances in the budget categories, along with any suggested resolutions.



- 3) Ensure the Board's financial policies are being followed and recommend implementation of new policies where necessary.
- 4) Prepare all financial reports required for the Board, administration, and various committees.
- 5) Monitor that internal controls within the school are being followed and that appropriate segregation of duties as applicable are in place.
- 6) Ensure appropriate and approved signing authorities are in place.
- 7) Perform random internal review/audits as required.

## **CONFLICTS OF INTEREST**

Conflict of interest (real, potential, or perceived) arises when an individual in a position of trust has competing professional or personal interests. Such competing interests may influence their professional judgement, objectivity and independence and can potentially influence the outcome of a decision for personal benefit. A conflict of interest may exist even if no unethical or improper acts result from the conflict.

The standard that should guide decisions about determining conflicts of interest is whether independent observers could reasonably question whether the individual's actions or decisions could be based on factors other than rights, welfare, and safety of participants.

It is the sole responsibility of Board members and school employees to disclose any real, potential, or perceived conflicts of interest. If it is an oversight of the Board of the Canadian Reformed School Society of Neerlandia, the individual should promptly inform the Board that they have been put in a position of conflict of interest.

All Board members, employees and volunteers are required to sign the Conflict of Interest Disclosure Statement (Appendix C) upon commencement of their role with the Canadian Reformed School Society of Neerlandia.

## **RELATED-PARTY TRANSACTIONS**

Because related-party transactions have the potential to create conflict of interest or lead to situations that are illegal or unethical, the Board of the Canadian Reformed School Society of Neerlandia is committed to putting preventative safeguards in place to ensure that such transactions are conducted in a transparent and principled manner. In keeping with Private Schools Regulation (AR127/2022), the Board shall:

- 1) Establish in writing any agreement made with a related party for the sale, purchase, lease, mortgage of real or personal property. This agreement must be approved by the Board and signed by both the Board Chair and Treasurer, with the Vice-Chair and Assistant-Treasurer acting as alternate signatories;
- 2) Establish in writing any agreement to engage the services of a related party, other than the services of a senior management contractor. This agreement must be approved by the Board and signed by both the Board Chair and Treasurer, with the Vice-Chair and Assistant-Treasurer acting as alternate signatories;
- 3) Ensure that the value payable or receivable under the agreement is at or below fair market value (FMV);
- 4) Ensure that the FMV will be determined by a person who is designated as an Accredited Appraiser Canadian Institute (AACI) issued by the Appraisal Institute of Canada;
- 5) Disclose all related-party transactions in the annual audit and describe the amounts and, where applicable, contractual obligations with each transaction.

## **COMPENSATION OF SENIOR MANAGERS of COVENANT CANADIAN REFORMED SCHOOL**

Compensation paid to senior managers from a grant under the *Education Grants Regulation* will adhere to the following guidelines:

- 1) Base Salary
  - a) Base salary for a full-time senior manager paid from a grant under the *Education Grants Regulation* will not exceed 70% of the applicable maximum base salary as found in Schedule 1 to the *Superintendent of Schools Regulation (AR 98/2019)*. No market modifier will be paid to the base salary.

- b) Base salary for a part-time senior manager paid from a grant under the *Education Grants Regulation* will not exceed the pro-rated share of 70% of the applicable maximum base salary as found in Schedule 1 to the *Superintendent of Schools Regulation (AR 98/2019)*. No market modifier will be paid to the base salary.
- 2) Benefits for qualifying staff will include:
- a) an employer-paid RRSP contribution equal to 4% of base salary (employee is required to match),
  - b) 75% of premium cost for health and group insurance benefits including dental, medical and prescription drug expenses, long-term disability benefits, and life insurance. The cost for premiums will not exceed 5% of the base salary paid from a grant under the *Education Grants Regulation*.
- 3) Severance Pay
- a) In the event a contract is terminated without cause, severance in lieu of notice may be paid as outlined in the Termination clause of the senior manager's employment contract.
  - b) Severance paid will not exceed 4 weeks of the base salary paid from a grant under the *Education Grants Regulation* for every year of continuous service.
  - c) If severance is paid from a grant under the *Education Grants Regulation*, the senior manager must agree in writing that if he/she becomes employed by a board, another funded private school, or the Crown in right of Alberta during the severance period, he/she will repay the Board equal to the amount of base salary earned during the severance period, up to the maximum of severance paid from a grant under the *Education Grants Regulation*.
  - d) No severance will be paid from a grant under the *Education Grants Regulation* in the event of termination for cause, non-renewal of a contract of employment, resignation or retirement, or as a direct result of changes to compensation under the Private Schools Regulation (*AR 127/2022*).

**MATTERS RELATING TO THE COMPENSATION of SENIOR MANAGERS of COVENANT CANADIAN REFORMED SCHOOL THAT ARE NOT ADDRESSED BY THIS REGULATION**

Compensation for senior managers (where applicable) paid from funds other than a grant under the *Education Grants Regulation* are as follows:

- 1) Direct Compensation
  - a) Principal's Allowance – calculated annually as per established formula
- 2) Indirect Compensation
  - a) Any portion of employer-paid premiums that exceeds 5% of a senior manager's base salary paid from a grant under the *Education Grants Regulation*
  - b) Health and Wellness Allowance
  - c) 50/50 Book Allowance
- 3) Non-cash Benefits
  - a) Reimbursements for educational programs
  - b) Reimbursements for moving expenses
  - c) Mileage reimbursements for Board or Admin-related travel
- 4) Long-Term Incentives
  - a) 10+ Years of Service Bonus

# APPENDIX A



3030 TWP Rd 615A, County of Barrhead, AB T0G 1R2

Phone: (780) 674-4774

Fax: (780) 401-3295

Email: [ccrs.office@covenantschool.ca](mailto:ccrs.office@covenantschool.ca)

Website: <https://covenantschool.ca>

## CAPITAL ASSET ACQUISITION FORM

Date: \_\_\_\_\_, 20\_\_

Vendor: \_\_\_\_\_

Item(s) \_\_\_\_\_

Department: \_\_\_\_\_

Total Cost: \_\_\_\_\_ GST: \_\_\_\_\_

G/L Account: \_\_\_\_\_

Approved through Annual Capital Budget? Yes \_\_\_\_\_ No \_\_\_\_\_

1) \_\_\_\_\_  
Authorized signatory

2) \_\_\_\_\_  
Authorized signatory

## AFTER PURCHASE INFORMATION

Confirmation of verification of title of asset(s) purchased to the Board of Canadian Reformed School Society of Neerlandia

3) \_\_\_\_\_  
Authorized signatory

4) \_\_\_\_\_  
Authorized signatory

# APPENDIX B



3030 TWP Rd 615A, County of Barrhead, AB T0G 1R2  
Phone: (780) 674-4774  
Fax: (780) 401-3295  
Email: [ccrs.office@covenantschool.ca](mailto:ccrs.office@covenantschool.ca)  
Website: <https://covenantschool.ca>

## CAPITAL ASSET DISPOSAL FORM

Date: \_\_\_\_\_, 20\_\_

Purchaser: \_\_\_\_\_

Item(s) \_\_\_\_\_

Reason for Disposal: \_\_\_\_\_

Sale Price: \_\_\_\_\_ GST: \_\_\_\_\_

G/L Account: \_\_\_\_\_

1) \_\_\_\_\_  
Authorized signatory

2) \_\_\_\_\_  
Authorized signatory

### AFTER SALE INFORMATION

Were item(s) sold to a Board employee or family member? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, was the item sold at Fair market value (FMV)? Yes \_\_\_\_\_ No \_\_\_\_\_

If the item(s) were sold at less than FMV, please provide explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# APPENDIX C



3030 TWP Rd 615A, County of Barrhead, AB T0G 1R2  
Phone: (780) 674-4774  
Fax: (780) 401-3295  
Email: [ccrs.office@covenantschool.ca](mailto:ccrs.office@covenantschool.ca)  
Website: <https://covenantschool.ca>

## Conflict of Interest Disclosure Statement For

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Date of Declaration: \_\_\_\_\_, 20\_\_\_\_

Board Members, administration, staff, and volunteers (referred to as the members) have an obligation to act in the best interest of the Canadian Reformed School Society of Neerlandia. Hence, it is pertinent that they avoid situations where a member's personal or family interest conflicts with those of the Canadian Reformed School Society of Neerlandia.

### DECLARATION

With regard to my service as [board / administration / staff / volunteer] member of the Canadian Reformed School Society of Neerlandia, this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Canadian Reformed School Society of Neerlandia which has resulted or could result in personal benefit to me.
- A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Canadian Reformed School Society of Neerlandia.
- I do not know of any potential or actual conflict of interest situations between myself, including persons affiliated to me and the Canadian Reformed School Society of Neerlandia.

Any exceptions to the points above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the person or organizations that have transactions with the Canadian Reformed School Society of Neerlandia.

\_\_\_\_\_  
*Initials of Member*

I have the following potential conflict of interest to declare:

### AREA OF CONFLICT DETAILS

**Affiliated** refers to:

- Spouse, child, mother, father, brother, or sister or close associates;
- any corporation, business, or non-profit organization of which you are a staff, officer, Board Member, partner, or participate in the management or are employed by;
- any trust or other estate in which you have substantial interest or as to which you serve as a trustee in a similar capacity.

- Affiliation to another charity/organization
- Affiliation to any vendor, supplier, or any other party providing or bidding for providing services with the Canadian Reformed School Society of Neerlandia, having a direct or indirect interest in any business transaction(s), agreement, or investment.
- Affiliated to any staff or Board Members of the Canadian Reformed School Society of Neerlandia.
- Affiliated to any person(s) who is involved in/is a party to or have an interest in any pending legal proceedings involving the Canadian Reformed School Society of Neerlandia.
- Other interests: \_\_\_\_\_

*\*Please attach a separate sheet if space is insufficient*

Please elaborate on the potential conflict arising from the above situation (e.g., nature of service/ transaction, if affiliated person involved, the identity of the affiliated person and your relationship with that person):

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**I hereby confirm that:**

- The disclosure(s) made above are complete and correct to the best of my knowledge and belief.
- I agree that should any conflict-of-interest situation arise in the course of my service, will abstain from participating in the discussion, decision making and/or voting (where applicable) on the said matter.
- I will notify the Board Chair or Vice Chair or Principal immediately if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with the conflict-of-interest policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Position

\_\_\_\_\_  
Date