

5.0. General Business Administration

5.0. ADMINISTRATIVE REPORTS

Adopted: January 12, 1999

Reviewed by Committee: October 3, 2006, November 29, 2016

Policy Reference: EL-1.3

The following reports are submitted to the divisional administration monthly to fulfill the reporting requirements of provincial legislation:

To Manitoba Education:

- Monthly: - Teachers' Retirement Fund
- Salary Continuance (MTS)
- Yearly: - Principal's Yearly Report

To Bureau of Statistics:

- Quarterly - Operating income and costs

REPORTS BY SCHOOLS:

To Division Office:

- Monthly - Teacher Absentee Reports
- Student Attendance Reports
- Principal's Monthly Report
- Transported Pupils Report
- Extra-Curricular Trip Forms
- Non-Resident Students Report
- Staff Changes Report
- Student Suspensions
- Student Enrollment Report
- Accounts Payable

Budget Comparison:

- As required: - Maintenance and custodial cost breakdown
- Bus operating costs breakdown

- Yearly: - Financial Statement
- Budget Preparation
- Capital Budget Preparation