

## **FINANCE**

## **Policy 604 (previously 804)**

### **Financial Reports**

All school district accounting records must comply with requirements set by the Ministry, and conform with good accounting practice and procedures as required by the School Act.

The Board of Education (Richmond) is required to cause to be prepared each fiscal year, by the Secretary-Treasurer or other authorized person, financial statements for the preceding fiscal year, including a balance sheet and statements of revenues and expenditures. These reports must be prepared by August 31, and submitted to the Ministry (together with the auditor's report) no later than September 30. Copies of these statements, together with a copy of the auditor's report, must be made available to the public no later than December 31.