

# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## ADMINISTRATIVE REGULATION

**Regulation Name: Financial Reporting**

**Regulation Code: BA-4.5.1**

**Section: Business and Administrative Services**

**Policy Code Reference: BA-4.5**

Established: October 26, 2000

Revised or

Reviewed: February 28, 2008; February 27, 2014; May 23, 2019; April 22, 2024

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### 1. OBJECTIVE

This administrative regulation will be used by Board staff for the preparation of accurate, timely and detailed financial reports for senior administration and the Board of Trustees, by establishing the parameters for financial reporting, budget variance management and budget activity.

### 2. DEFINITIONS

**Audited Financial Statements**

Financial statements certified by a Chartered Professional Accountant.

**Board**

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

**Board Budget**

Board allocated funding for operations, staffing and equipment, designing programs to meet the needs of students and fixing, maintaining and building Board facilities. The annual Board budget is a record of decisions made, a mechanism for allocating financial resources, and a means of managing activities in a planned and efficient manner.

**Board Resources**

Allocated Board budgets including Board budget, special funding and school generated funds.

**Board of Trustees**

The elected governance branch of the Board.

**Chartered Professional Accountant**

A designated accounting professional with specialized knowledge and expertise in the accounting field.

**Department ( )TjE(A) ountd.**



- 5.1.1 Detailed variance analysis will be based on the following threshold amounts:

Budget Variance Threshold

Department/Functional Total Budget	Variance Threshold
\$0 to \$500,000	\$100,000
\$500,000 to \$2,000,000	\$100,000 or 10%
•	5%

- 5.1.2 School budgets, excluding special school budgets to a maximum variance of (+) or (-) 15% at the school level, will be transferred to the subsequent fiscal period.

- 5.1.3 In circumstances where new or enhanced grant programs are available which would provide additional funding for approved programs, facilities, human resources, and/or expenditures on supplies and equipment, and where utilization of grant funding is required within time frames which prohibit prior Board of Trustee approval, the following guidelines shall apply:

- 5.1.3.1 If an expenditure would be offset completely by additional revenue and represents no additional cost in future years because of program continuation or additional administrative or maintenance costs, trustees will be advised as part of the periodic interim reporting process.

- 5.1.3.2 If an expenditure, net of additional revenue, results in a cost exceeding \$100,000, or results in additional continuing costs in subsequent years, there shall be prior approval of the Board of Trustees.

**5.2 Budget Activity**

