

School Name _____

Meeting Date: _____

1st Review: September-December (file completed checklist in DocuShare by January 31st)

2nd Review: Completed during Internal Audit (file completed checklist in DocuShare by June 30th)

All Schools:

1. What percentage (%) of school fees have been collected to date?
2. What percentage (%) of Budget has been expended year-to-date?
Do any areas require further investigation? (i.e. substitute teacher costs, certified and uncertified actual versus budget)
3. How many of our six (6) required fire drills have we held this year?

What are the scheduled dates for the balance of our fire drills?

Has the current Record of Fire Drills (Form OH&S 24) been filed in the **Reports for Secretary Treasurer Folder** in DocuShare?

Yes **No**

4. What School Generated Funds (SGF) categories are operating in a surplus or deficit?
What plans are in place to eliminate surplus or deficit?
5. What is being done to address the Internal Audit recommendations?
6. Have you confirmed that the entries in your SGF accounts are correct and balanced?
 Yes **No**
7. Have we received any Freedom of Information requests from the public?
 Yes **No**

If so, were they forwarded to the FOIP Coordinator at Regional Office?

Yes **No**

8. Were there any irregularities or items that needed additional review or questioning this past month?
 Yes **No**
9. Do all of our student records comply with the Student Record Regulation?
 Yes **No**

Which grades have been converted to **“Electronic Student Files” in DocuShare?**

10. Have all the Student Injury Reports (Form 5-8) been filed in DocuShare?
 Yes **No**
11. Do you require training or assistance on any software or systems?
 Yes **No**
12. Have the Enrolment Calculation Sheets been verified and filed in DocuShare?
 Yes **No**
13. Have all the items in the Funding Events System been processed? (i.e. Priority School Conflicts, etc.)
 Yes **No**
14. Have all the student records changes for this month been updated in Power School?
 Yes **No**
15. Have all the field trip consent forms been filed in DocuShare?
 Yes **No**
16. Have Purchase Orders, Invoices, Purchase Card receipts (if applicable), and Expense Claims been forwarded to Regional Office for processing?
 Yes **No**
17. Have we completed the Fundraising Budget and Financial Reporting (Form 3-03) and filed it in DocuShare?
 Yes **No**
18. Have we completed the Facility User Group Insurance Reporting Form (Form 3-24B) and filed it in DocuShare?
 Yes **No**

High Schools:

1. What percentage (%) of CEU’s budgeted for Semester 1(2, 3, 4) do we expect to receive?
2. Have the CEU Calculation sheets been verified and filed in DocuShare?
 Yes **No**

3. Have all the items in the Funding Events System been processed? (i.e. Priority School Conflicts, Course Conflicts, Students Not Enrolled as of September 30th, etc.)
 Yes **No**

4. Has the CEU reconciliation been completed for each semester?
 Yes **No**

Signature: _____ Date: _____
Principal

Signature: _____ Date: _____
Business Manager/ Administrative Assistant