



## School Business Checklist

School Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

- 1<sup>st</sup> Review: September-December (file completed checklist in Docushare by December 31)  
2<sup>nd</sup> Review: January-March (file completed checklist in Docushare by March 31st)  
3<sup>rd</sup> 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?
4. What School Generated Funds (SGF) are operating in a deficit?  
What plans are in place to eliminate the deficit?
5. What is being done to address the Internal Audit recommendations?
6. Has the SGF bank reconciliation been completed for the past month?
7. Have we received any Freedom of Information requests from the public?  
If so, were they forwarded to the FOIP Coordinator at Regional Office?
8. Were there any irregularities or items that needed additional review or questioning this past month?
9. Do all of our student records comply with the Student Record Regulation?  
Which grades have been converted to **“Electronic Student Files” in Docushare?**
10. Have all the Student Injury Reports (Form 8-4) been filed in Docushare?
11. Do you require training or assistance on any software or systems?
12. Have the Enrolment Calculation Sheets been verified and filed in Docushare?
13. Have all the items in the Funding Events System been processed? (i.e. Priority School Conflicts, etc.)
14. Have all the student record changes for this month been updated in Power School?



15. Have all the field trip consent forms been filed in DocuShare?
16. Have Purchase Orders, Invoices, Purchase Card receipts (if applicable), and Expense Claims been forwarded to Regional Office for processing?
17. Have we completed the Fundraising Budget and Financial Reporting (Form 3-03) and filed it in DocuShare?
18. Have we completed the Facility User Group Insurance Reporting Form (Form 3-24-B) and filed it in DocuShare?

**High Schools:**

1. What % 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?
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 30<sup>th</sup>, etc.)
4. Has the CEU reconciliation been completed for each semester?

Signature: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Business Manager/Administrative Assistant

Date: \_\_\_\_\_