

Governance Support Officers

For further information on school committees please contact a Governance Support Officer in the following offices.

Area 1 (Thompson)

16 Kelsey Bay
Thompson, Man. R8N 0L7
(204) 677-6744

Area 2 (Dauphin)

38-1st Avenue N.W.
Dauphin, Man. R7N 1G7
(204) 638-6839

Area 3 (Winnipeg)

30 Speers Road
Winnipeg, Man. R2J 1L9
(204) 775-9741

Area 4 (Cranberry Portage)

General Delivery
Cranberry Portage, Man. R0B 0H0
(204) 472-3800

Area 5 (Norway House)

Box 1000
Norway House, Man. R0B 1B0
(204) 359-6711



Role of the School Committee

Treasurer



Frontier School Division
Governance Support Program

Role of the Treasurer

The Treasurer...

- ensures the committee's financial records are accurate and up-to-date,
- presents all records for audit,
- receives all funds, and keeps an accurate account of receipts and disbursements,
- pays the committee's bills once members have approved them,
- provides a report on the committee's financial status at each meeting, and
- participates in the meeting in the same way as any other member.

School committees are accountable for all financial revenues and expenditures.

Frontier School Division provides financial support to school committees; committees may supplement those supports through fund-raising activities. Financial management training will be provided.

Skill Set

The Treasurer needs to be aware of the following topics:

School Committee Grant (D.1.G)

- Be aware of the processes, timelines and procedures to receive the grant.

Basic Accounting Systems

- Manages all school committee funds as described in the School Committee Resource Manual.

Audit Policy (D.1.E)

- Keeps and ensures all financial records are filed and are available to the Division.

School Committee Fund-raising Projects (D.1.D)

- Track, monitor and report upon any funds raised by the school committee.

The preceding topics are explained in greater detail in the "Finances" section of the *School Committee Resource Manual*. Policies and regulations are available in the Division's Policy and Procedures Manual on the website.

