

SD42 PROCEDURE 4100.1

FINANCIAL AND ASSET STEWARDSHIP

PURPOSE

To establish administrative requirements for the management of banking, investments, revenue generation activities, and the management and disposal of surplus assets.

RESPONSIBILITY AND DELEGATION

The Secretary Treasurer has overall responsibility for the administration of this procedure and may delegate operational responsibilities to qualified employees.

PROCEDURES

Banking and Cash Management

- **General:** The Secretary Treasurer shall ensure that appropriate banking arrangements are established and maintained to support the operations of the school district.
- **Financial Institutions:** The Secretary Treasurer or designate may select one or more financial institutions to provide banking services, having regard to financial stability, service quality, security, fees, operational requirements, and overall value to the school district.
- **Bank Accounts:** The Assistant Secretary Treasurer shall ensure that:
 - District and school-based bank accounts are established and closed as required;
 - an inventory of district and school-based bank accounts is maintained;
 - signing authorities are established and maintained;
 - controls over electronic banking services are implemented; and
 - district and school bank accounts are administered in accordance with this procedure.
- **Internal Controls:** The Assistant Secretary Treasurer shall ensure that appropriate internal controls are maintained, including:
 - segregation of duties where practical;
 - authorization requirements;
 - reconciliation of bank accounts;
 - safeguarding of cash and negotiable instruments; and
 - periodic review of banking arrangements.
- **Delegation of Banking Authority:** The Secretary Treasurer may authorize district and school administrators to operate bank accounts in accordance with district procedures and established controls.
- **Records and Monitoring:** The Assistant Secretary Treasurer and designate(s) shall maintain records of district and school-based bank accounts and periodically review banking arrangements, account activity, signing authorities, and compliance with this procedure.

Investments

- **Authorized Investments:** The Secretary Treasurer or designate may invest available funds in accordance with applicable legislation, Board policy, and this procedure. Investments shall be limited to financial instruments that provide an appropriate level of security, liquidity, and credit quality, having regard to the investment objectives established below.
- **Investment Objectives:** Investments shall be managed in accordance with the following objectives, in order of priority:
 - preservation of capital;
 - assurance of liquidity; and
 - generation of an appropriate return.
- **Risk Management:** Investment decisions shall consider:
 - credit risk;
 - liquidity requirements;
 - diversification;
 - investment term;
 - market conditions; and
 - cash flow requirements.
- **Records and Monitoring:** The Assistant Secretary Treasurer shall maintain records of all investments and periodically review investment performance and compliance with this procedure.

Revenue Generation

- **Approvals:** Revenue generation opportunities shall be reviewed and approved by the appropriate district leadership team member having responsibility for the activity, in consultation with the Superintendent of Schools, Secretary Treasurer, or designate, as required.
- **Evaluation Criteria:** Revenue generation opportunities shall be evaluated having regard to:
 - educational benefit;
 - financial benefit;
 - operational impact;
 - reputational risk;
 - community expectations; and
 - consistency with Board policy.
- **Sponsorships and Partnerships:** Opportunities involving sponsorships, partnerships, advertising, or donor recognition shall comply with [Policy 10900 Corporate Sponsorship, Partnerships, and Advertising](#).

Asset Management

- **Asset Records:** District departments and schools responsible for assets shall maintain appropriate operational asset records and support district asset inventory processes.
- **Asset Lifecycle Management:** District departments and schools responsible for assets shall manage significant assets throughout their lifecycle, including acquisition, maintenance, replacement, and disposal.

- **Safeguarding Assets:** Administrators and designated employees are responsible for safeguarding assets under their control and shall take reasonable measures to protect them from loss, theft, misuse, damage, or unauthorized use.

Disposal of Surplus Assets

- **Scope:** This section applies to the disposal of surplus district assets other than land or improvements. For clarity, “improvements” has the meaning set out in Policy 6810 and includes buildings, structures, fixtures, and other improvements to land. The disposal of land or improvements is governed by [Policy 6810 Disposal of Land or Improvements](#).
- **Identification of Surplus Assets:** Department managers, in consultation with the district leadership team member responsible for the relevant educational or operational area, may identify assets as surplus when they are no longer required for educational or operational purposes, and recommend disposal.
- **Authorization:** The Secretary Treasurer or designate may authorize the disposal of surplus assets.
- **Disposal Methods:** Methods of disposal include trade-in, sale, auction, donation, recycling, or disposal. The Secretary Treasurer or designate may determine the most appropriate method of disposal having regard to the nature, condition, value, and marketability of the asset.
- **Fair Market Value:** Where practical and appropriate, surplus assets shall be disposed of at fair market value. An asset may be donated, recycled, or otherwise disposed of where it has no material residual value, a sale has been unsuccessful, or the estimated cost of sale would exceed the anticipated proceeds.
- **Information Security:** Prior to disposal, assets containing confidential, personal, or proprietary information shall be sanitized, destroyed, or otherwise processed in accordance with district information security requirements and under the direction of designated information technology or records management staff.
- **Records:** The Secretary Treasurer shall ensure that records of significant surplus asset dispositions are maintained in accordance with district record retention requirements.

APPROVED: October 10, 2026