

Halton District School Board

Operational Policy/Procedures

NUMBER:	<i>to be determined</i>
TOPIC:	Agreements & Contracts with Government Agencies
EFFECTIVE:	September 1, 2004
CROSS-REFERENCE:	
REVISION DATE:	November 2007
RESPONSIBILITY:	Superintendent of Business Services / Treasurer

POLICY STATEMENT:

The Halton District School Board recognizes from time to time there exists financial opportunities through agreements with outside agencies and government sponsors. Entering into such agreements requires the signature of the Director of Education or the Treasurer for the Board.

PROCEDURES:

1. The Project Coordinator will submit a copy of the completed application form to the Superintendent of Business Services.
2. The Board's Treasurer will review and approve - will then advise Project Coordinator.
3. Upon acceptance of the application, the Project Coordinator will complete the necessary agreement forms and forward same to the Board's Treasurer for review and Superintendents' approval/authorization.
4. A copy of the approved/signed agreement is forward to the Project Coordinator who will initiate the following process:
 - 4.1 The Project Coordinator will prepare a budget in cooperation with the Accounting Analyst who assigns account numbers and signing authorities.
 - 4.2 The Project Coordinator will consult the Human Resources department to obtain the forms for employing staff and to establish pay rates.
 - 4.3 The Project Coordinator will arrange with the Accounting Analyst for the deposit of all project funds. The Accounting Analyst will prepare all financial reports.

This process will ensure that contracts are signed by the Board's Treasurer or designate, and that arrangements are made in cooperation with the school/project coordinator to provide appropriate financial recording and reporting procedures.