

Agreements and Contracts with Government Agencies

Administrative Procedure

Topic:	Agreements and Contracts with Government Agencies
Status:	Active
Effective:	September 2013
Revision Date:	September 2017, September 2019, September 2023
Review Date:	September 2027
Responsibility:	Superintendent of Business Services/Treasurer

Intended Purpose:

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 school principal/system principal/department manager (project coordinator) will submit a copy of the completed application/agreement form to the Superintendent with portfolio responsibility for approval/authorization.
2. The Board's Treasurer will review and approve the completed application/agreement form and forward it to the superintendent with portfolio responsibility for submission to the agency/government sponsor.
3. A copy of the approved/signed agreement by the agency/government sponsor is forwarded to the project coordinator and superintendent who will initiate the following process:
 - a. The school principal/system principal/department manager, in consultation with the superintendent with portfolio responsibility will prepare a budget in cooperation with the accounting analyst who assigns account numbers and signing authorities.
 - b. The school principal/system principal/department manager will consult the Human Resources department for the employment of staff and establishment of pay rates.
 - c. The school principal/system principal/department manager and accounting analyst will prepare all interim and/or final program and financial reports for submission to the agency/government sponsor.

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This process will ensure contracts are signed by the Board's Treasurer or designate, and arrangements are made in cooperation with the school principal/system principal/department manager to provide appropriate financial recording and reporting procedures that are in compliance with the terms and conditions identified in the various funding/payment agreements.

Reference number: pending

Cross-Reference:

Board Policies, Procedures & Protocols

Third Party Agreements Policy and Administrative Procedure, Procurement Policy and Administrative Procedure

Revision History

- Style template updated August 2023; prior revision history not recorded.