

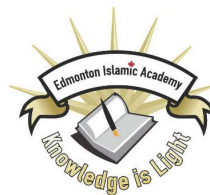
FINANCIAL ACCOUNTABILITY

The Board of Edmonton Islamic School Society is committed to using available financial resources from Alberta Education, tuition generated funds and any other funding sources for the maximum benefit of students. Consistent with the board's objective to provide careful stewardship of fiscal resources and to ensure transparent and ethical use of school authority funds, the board will establish, and update as necessary, financial management protocols and procedures aligned with standards issued by the *Accounting Standards Board* and supported by the *Chartered Professional Accountants of Canada*.

ACCOUNTABILITY – ADMINISTRATIVE PROCEDURE

Definitions

- **Accounting Standards Board** – means an independent Canadian body with the authority to establish accounting standards for use by all Canadian entities outside the public sector;
- **Board** – means the directors and officers of the corporation responsible for operating the school authority;
- **Secretary-Treasurer** – means, in this administrative procedure, a qualified individual, appointed by the board and authorized to carry out functions related to financial planning, reporting and accountability.
- **Principal** – means, in this administrative procedure, a principal or head-of-school authority I, appointed by the board and authorized, by an Alberta Leadership Certificate or letter of authority, to provide leadership service in an accredited private school authority.
- **Conflict of Interest** – means, in this administrative procedure, a situation in which an individual is in a position, either real or perceived, to exercise significant influence over another and to derive unwarranted benefit from actions made in their official capacity;
- **CPA Canada** – means the Chartered Professional Accountants of Canada, the national organization established to support a unified Canadian accounting profession;
- **Internal Controls** - means those policies and procedures put in place to ensure the continued reliability of accounting systems.
- **Petty Cash** - means an accessible store of money kept by an organization for expenditure on small items.
- **Fiscal Year**- The Fiscal Year will extend from 1st September to 31st August.
- **Point of Sales (or POS)** - means the place where a client makes a payment for products or services at a school authority, normally involving a digital entry of a transaction into a computer, cash register or POS terminal.
- **Purchase Order (or PO)** - means an official document issued by a buyer committing to pay the seller for the sale of specific products or services to be delivered in the future.
- **Receivables** – means legally enforceable claims for payment held by a school authority for goods supplied or services rendered.

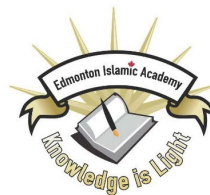


- **Total Compensation:** Total compensation is the total amount of the four following types of compensation if applicable:
 - a- **Direct Compensation:** Base salary and any additional earnings which would include overtime, all types of bonuses, and vehicle allowances.
 - b- **Indirect Compensation:** Benefits paid by the employer, which would include the employer's portion of all health benefit plans, health spending account, gym and/or club memberships, retirement plans, savings plans, vacation pay or paid time off.
 - c- **Non-cash Benefits:** These benefits have value and take the form of something other than cash and would include reimbursement for educational programs, provision of a board vehicle, provision all or a portion of board housing/accommodation, personal use of board earned loyalty program rewards. The latter three would be at fair market value, along with any approved personal expenses paid by the board in whole or in part.
 - d- **Long-term incentives:** Equity-based compensation that usually involves a longer schedule whereby an employee may only qualify after a certain level of performance and/or time.
- **Related Party Transaction** – means a transaction that occurs where one party is able, either directly or indirectly. The influence may exist where there is an economic interest and a related party may include any person, including management and immediate family members, related to the entity that is preparing the financial statement. A related party transaction occurs when there has been a transfer of resources, services or obligations between a reporting entity and a related party.
- **Terms of Payment** - means indication, on an invoice, of how quickly a school authority expects to receive payment in full from the client (cash in advance, cash on delivery or deferred payment) and any other provisions for making payment.

ACCOUNTABILITY:

The board of Edmonton Islamic School Society is committed to ensuring that appropriate **internal controls** are in place including,

- A. **Capital Assets** – ensuring that all capital assets are properly accounted for by ensuring that there is:
 - a. Authorization or approval for expenditure
 - b. Authorization or approval for disposal
 - c. Verification of title to asset purchased
 - d. Periodic (at least annually) audits of fixed asset inventories
- B. **The reimbursement of expenses** – confirming that all expense claims and reimbursements are properly accounted for by ensuring that there is:
 - a. A clearly defined expense reimbursement process
 - b. Original receipts attached to all claims
 - c. Supervisor review and approval prior to submission for payment
 - d. Periodic (at least annually) auditing of a sample of employee reimbursement claims
- C. **Investments** – safeguarding all investments by ensuring that there is:



- a. A clearly defined investment process document
- b. Compliance letter confirmations as applicable for external investment advisors
- c. Verification of title to investments purchased
- d. Reconciliation of investments to monthly statements

With respect to **conflicts of interest**, the Board of Edmonton Islamic School Society acknowledges and supports that the employer relationship with employees, volunteers, delegates, students, and third-party services is founded upon trust and commitment to the Board's mission and activities. Individuals must therefore remain cognizant of the fundamental principles of board governance, and in particular, those of neutrality and impartiality.

Legislative Connections:

Alberta Education Funding Manual - Reporting Requirements Section J

Income Tax Act (Canada)

Alberta Private Schools Regulation (AR 127/2022)

Education Grants Regulation (AR120/2008)

Education Act (Alberta)

Income Tax Act (Canada)

PROCEDURES:

1. BUDGETS

1.1 ANNUAL OPERATING BUDGET

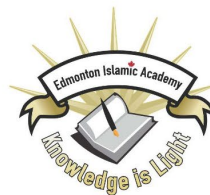
The Board recognizes that money management is fundamental for the support of the whole School program. In order to achieve this, it is the policy of the Board to:

1. Encourage advance planning through accepted budget procedures;
2. Explore all practical sources of income;
3. Provide policy guidance to budgeting and management of School finances, so that adequate financial strength is maintained;
4. Expect top quality accounting and reporting procedures;
5. Maintain the level of unit expenditure needed to provide high quality education.

It is the Board's responsibility to approve the annual operating budget for the ensuing year after the Principal and the Finance Committee have studied the School's program in relation to the present and projected needs of the students, the parents and the community. The budget should be adequate to finance ongoing programs, and provide for additions or changes dictated by the projected needs of the School.

1.2 THE PERFORMANCE PLAN AND BUDGET PLANNING CYCLE

PREPARATION



The preparation of the performance plan is the responsibility of the Principal. The Principal will include the Senior Administration in its preparation.

CONTENT AND FORMAT

The Performance Plan will comprise a narrative activity and development plan and a detailed budget for the forthcoming School year. The plan will cover each section of the School.

The budget shall include all forecasted operating costs and capital expenditures required for the development and operation of the school for the budget period. Plans for major capital expenditures will reflect the availability of funds and the guidance of the Finance Committee. The budget shall contain sufficient detail

(a) to define each line item and category of expenditure required, and

(b) to allow actual expenditure for each line item to be reported and compared against the budget.

Recognizing that salaries are the largest portion of the operating expenditure, this element shall be carefully considered in the budget, in the light of the normal recruiting practices and the market situation.

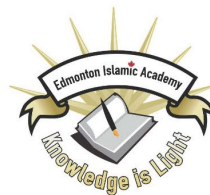
DEVELOPMENT AND APPROVAL PROCESS

1. The Principal will develop the draft narrative activity and development plan with first estimates of major budget implications relative to the current School year and discuss this with the Finance Committee.
2. A detailed budget will then be prepared. The Principal will request Finance Committee input to the budget.
3. The completed Performance Plan, with its detailed budget, will be reviewed by the Board. After any necessary revision by the Principal, the Performance Plan and detailed budget will be presented to the Board for approval.
4. At the second meeting of the Board in each School year, the Principal shall submit the updated budget for Board approval, after review by the Finance Committee. The revised budget will reflect amongst other items, updated enrolment data, staffing levels and salaries. Presentation of the final budget will include a short analysis of the variances against the preliminary budget in the Performance Plan.

TIMETABLE FOR PRESENTATION OF THE PERFORMANCE PLAN

In order to obtain Board approval of the budget at the June Board meeting for the following school year, the following timetable will be followed for the Performance Plan:

	LATEST DATE	ITEM	REMARK
1	April	Prepare narrative activity and development plan Discuss Budget aspects with Finance Committee	Principal Finance Committee
2	May	Present budget to the Board for approval	Treasurer Principal Finance Committee
3	August	Submit Performance Plan, incl. operating budget, to Board members	Principal
4	August	Board Meeting to discuss and approve or request revision of Performance Plan. Brief notes will be made of the principal items discussed and agreed upon	Board
5	September Board Meeting	Submit revised Performance Plan accompanied by notes made at board session discussion	Principal



1.3 BUDGET AUTHORISATIONS AND REVISIONS

BUDGET AUTHORISATIONS

The Principal is authorized to commit or expend funds up to the limit as provided for in the approved budget. For expenditure in excess of \$5000.00, the requirements for competitive bids or quotations shall be adhered to. Transfer of budget funds between capital expenditures and categories of operating expenditures is not permitted without prior approval of the Board.

BUDGET REVISIONS

If the principal identifies any additional needs, they may be presented to the Finance Committee by the Principal. The Finance Committee will review the request for additional funds and will forward the request to the Board with their recommendation.

A revision of the capital and/or operating budget is required under the following circumstances:

- 1) A change in the scope of work from the original performance plan (e.g. a new course being offered, safety-related or emergency repairs, new regulatory requirements, additional staffing etc.)
- 2) Actual expenditures for a category of operating expenditures which exceed the budget by 10%

2. FUNDS AND BANKING

2.1 DEPOSITORY OF FUNDS

A bank will be selected by the Treasurer and approved by the Board to serve as the depository of School funds.

2.3 AUTHORIZED SIGNATORIES

Authorized signatories for all School bank accounts and negotiable financial instruments will be established at the beginning of each School year.

The Chairman of the Board will designate two members of the Board as authorized signatories. As a matter of practice, but not mandatory, the named signatories will include the Chairman and the Treasurer.

SIGNING OF BANK INSTRUCTIONS/CHEQUES

Signing Authority - all cheques and bank instructions require two signatures from the list of authorized signatories.

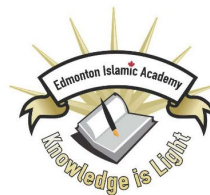
2.4 CASH IN SCHOOL BUILDINGS

Sums in excess of \$5000 must be deposited in the safekeeping of a recognized financial institution (Bank) to which EIA has an official business affiliation.

Procedure

3. INCOME FROM TUITION AND FEES

3.1 INCOME FROM FEES



The Board shall review School fees each year, as part of the budget preparation process. The tuition fees for each grade shall be recommended by the Finance Committee, according to estimated student enrolment, available financial resources, and budget requirements. The tuition fees shall be calculated, based upon the enrolment projections for the budget year. Estimated total tuition income shall cover the School's total operating budget.

It is the responsibility of the Principal to submit, for Board review, an annual report on enrolment projections and an overview of the School's financial status.

The Board may set additional fees and charges as required to operate the School program, including fees for educational programs that are optional or additional to the mainstream curriculum offered by the School. The Principal does not have the authority to adjust fee amounts but can approve alternative methods of payment. The Principal will update the Finance Committee every month on outstanding fees.

3.2 CAPITAL PROJECT FEE

Each student registering at the EIA for Preschool and above, is required to pay a non-refundable contribution to the Building Capital Fund. This contribution is used to finance future development of school buildings, facilities and capital assets. This Capital Project fee is set by the board.

Once a contribution to the Capital Fund is made, a former returning student is only required to pay the difference between the amount paid upon first registration and the amount of capital project fee contribution applicable at the time of re-registration.

Payment requirements

The contribution to the Building Capital Fund shall be set by the Board. The contribution to the Building Capital Fund must be made prior to the child's acceptance to EIA.

3.3 FEE PAYMENTS

Payment Arrangements

All tuition fees, registration fees, contribution to the Building Capital Fund, and any other fees shall be payable as set forth in a Fees Schedule developed by the Principal and approved by the Board. Charges for extra-curricular activities shall be paid as they fall due.

Before a student is admitted, parents will be advised of all applicable fees.

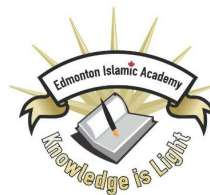
1. Payment of Tuition fees or an arrangement of payments is due on Sept 30th of the school year. 50% of the payment is due by Dec 31st and full payment of tuition fees must be made by April 30th of that school year. Parents may opt to pay tuition fees on a yearly basis, in which case the full year's fees are due on the 30th of September.

2. Currency - Payment shall be made in Canadian Currency

3. Fee payments can be made either by Cash/Cheques/Direct bank transfer or by credit cards. EIA will not accept postdated cheques that are dated after the due date of the payment. For example, if the due date is 15-Sep, EIA will accept a postdated cheque on 25-Aug that is dated 15-Sep

Payment Exemptions

The children of EIA staff members shall qualify for a 50% tuition fees reduction. The following formula will be used when determining the discount amount.



Discounts = Total Tuition - (total tuition /10 X MNW (Months not working) = (The Answer) X 50% X F.T.E

Limitations

1. Dependents must be natural or legally adopted children of the employee.
2. Contribution to the Capital Project Fund is still required as outlined by the board.
3. Preschool and KG students do not qualify for discounted tuition.

Registering mid-year

Registration after the Alberta Education cut-off date of September; tuition Fees plus forfeited Alberta Education funding will be prorated and charged to the parent for the remainder of the school year. Tuition payment deadlines will still need to be met.

3.4 NON-PAYMENT OF TUITION FEES

Arrangement of payment of students' School fees is required to be made by Sept 30th of any new School term and every effort shall be made to effect payment before or by such date.

Whenever a student's fees remain fully or partially unpaid, a first reminder will be issued after seven (7) days. If after a further seven (7) days the account is still outstanding, a final reminder will be issued by the Principal, requiring payment within 24 hours. If the fees remain unpaid after this date, the student will not be allowed to attend School subject to the provision below.

The Principal will inform the Board at the next Board meeting of all cases of late or non-payment, the specific circumstances and payment arrangements which have been made.

In exceptional circumstances and with the authorization of the Board Treasurer, the student shall be allowed to attend School pending late or non-payment of fees. The issue of payment of fees and whether to disallow a student from attending School as a result of such late or non-payment of fees may be deferred until the next Board Meeting, wherein the matter shall be brought to the attention of the Board by the Principal and the Board shall determine the time scale for the payment of such fees. If the fees remain unpaid after the date decided upon by the Board as being the final date for payment, the student will not be allowed to attend School.

In the event that any School fees remain outstanding beyond the final date for payment of fees as decided by the Board, the School may institute legal proceedings for the recovery of such fees. This shall be brought to the Board's attention at the next Board Meeting.

If a student has outstanding tuition fees from the previous school year, he/she cannot register for the new school year until all outstanding tuition fees are paid in full.

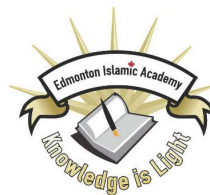
3.5 REFUND POLICY

Students expelled from EIA do not qualify for any fee refund.

No other refunds (e.g. contribution to Building Capital Fee) will be permitted.

3.6 REGISTRATION FEE

Upon completion of the Admissions process, a Registration Fee of \$100 is payable to secure the place. The fee is charged at the time of submitting the Admission Application.



Kindergarten to Grade 9

A Re-Registration Fee of \$250 per child (to a maximum of \$500 for family) is payable in the second term, in order to secure a student's place for the next School year. The date for this payment shall be determined by the Principal annually, but in any event shall be no later than April 30th.

High school

A \$500 registration deposit is payable by April 30th to secure a student's place in the high school. This is a mandatory planning fee which will be applied to your tuition fees once the student starts the school year. This \$500 high school registration fee is non-refundable should your child decide to attend another school.

Refunds

Neither the Registration Fee nor the Re-Registration Fee is refundable if the student fails to take up the place offered.

4. OTHER INCOME

4.1 INCOME FROM OTHER SOURCES

The Board has the authority and responsibility to seek funds, gifts, donations, grants and aid from provincial, national or international sources (government, institutional, corporation or private). The Strategic Development Committee of the Board is assigned with this task.

4.2 AID AND GRANTS TO THE SCHOOL

The Principal and the Board's Strategic Development Committee have the authority to approach other individuals, companies; foundations etc. for financial or in-kind support and should keep each other informed of any plans and approaches.

4.3 FUND RAISING

Fund Raising

When it becomes necessary for the School to raise funds for a specific purpose or a special project that is not provided for in the budget and cannot be paid for by regular School funds, fund raising programs may be approved by the Board.

No staff member may solicit donations or contributions from any agency or institution without prior approval of the Principal or, if the Principal deems it necessary, without the approval of the Board itself.

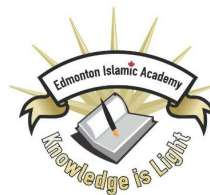
Gifts and Bequests

The Board may accept, on behalf of the School, any bequest or gift of money or property for a purpose deemed by the Board and the Principal to be suitable.

The Principal will use judgement in recommending to the Board the acceptance of gifts and bequests, and will make sure that such acceptance will be in the best interests of the School in keeping with its non-profit status and educational goals.

5. ACCOUNTING

5.1 ACCOUNTING AND REPORTING



The Business Manager is responsible for maintaining proper and accurate accounts, and reporting to the Principal.

Income expenditure statement (compared with the budget) is prepared each month.

The Business Manager is also responsible for the preparation of other management information reports as requested by the Principal and/or Treasurer.

5.2 INVENTORIES

Responsibility

The procurement and maintenance of adequate inventories of instructional materials, educational, staff and residential capital equipment and supplies shall be the responsibility of the Principal, and is delegated on a day-to-day basis to the Business Manager.

Inventory requirements of Fixed Assets

1. Business Manager must maintain accurate records of its fixed assets that will include asset description, purchase date, vendor, cost and current location of asset.
2. New items shall be added to the list as and when they are purchased.
3. At the end of each fiscal year, the Facility Manager takes a physical count to verify the physical presence of the assets.
4. Any variation between the asset record and the physical count must be explained and, if approved, be corrected on the School records.

Control of School Property not classified as Fixed Asset

Due diligence must be exercised by the staff and Administration for the control of School property that does not meet the monetary guidelines for classification as a fixed asset. Considerable value has been expended by the School for these non-controllable assets. While individual asset cards are only required to be maintained for the fixed assets, accurate records showing the quantity of items on hand for non-controllable assets should be maintained. Examples of items of non-controllable assets that should have accurate record counts would include, but are not limited to, the following:

- Student Desks Student Chairs Filing Cabinets
- Staff Desks Text Books Storage Cabinets
- Library Books Carpeting Curtains
- Shelving and Bulletin Boards

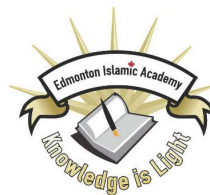
Note:

The above records refer only to financial record keeping responsibilities and do not preclude staff, librarians, or other personnel from keeping individual control of assets and items as deemed necessary.

5.3 AUDITS

The Board will select a firm of accountants, from a list provided by the Treasurer, to carry out the audit of the accounts. The fee for their services will be approved by the Board.

The audit will consist of an interim and final examination. Subsequent to the interim examination, the auditors will make any comments necessary for desirable improvements in internal control and accounting procedures. These comments will be replied to by the Principal, and it is his/her responsibility to ensure that any agreed



improvements are effected. The comments and replies will be submitted to the Board at the first Board meeting of each School year. The Business Manager will provide any assistance required by the auditors and in particular will prepare:

1. A reconciliation of all billed fees, against numbers of students enrolled.
2. Closing stock sheets and fixed asset register.

Association Members shall have access to the audited financial statements and auditor's report, which shall be made available in the Business Office and Principal's Office for that purpose.

6. PURCHASING

6.1 PURCHASING POLICY

The Board shall approve the annual itemized budget indicating anticipated income and expenditures for the fiscal year.

The procurement and maintenance of adequate amounts of instruction materials and supplies shall be the responsibility of the Principal to the extent that funds are available in the budget.

6.2 EXPENDITURE POLICY

1. Expenditures of funds for routine operation and maintenance, to the amount and in the general category budgeted, shall be authorized by the Principal.
2. Expenditures of funds for emergency repairs of equipment, buildings and grounds can be authorized by the Principal provided they do not exceed \$2500.

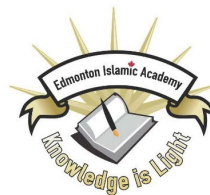
6.3 BIDDING POLICY

1. It is the responsibility of the Board of Trustees to ensure that quality merchandise and services are obtained as economically as possible. In awarding contracts, the Principal is responsible for implementing and adhering to the following regulations:
 - (a) Expenditure of funds for equipment, materials and services up to \$5000 may be made without calling for bids.
 - (b) At least three bids shall be secured for equipment, materials and services requiring expenditures above \$5000.
2. The Principal will provide bidders with a clear specification of requirements. Bids and quotes received must address precisely the specification given, and may also (at the bidder's discretion) offer prices for alternative specifications.
3. Materials essential to the implementation of the instructional program, costing less than \$10,000 shall be exempted from the bidding procedure upon approval of the Board.

6.4 PAYMENT OF CONTRACTORS AND SUPPLIERS

Payments fall into the following categories: -

- a) Petty Cash
- b) Standing Bills (recurring)
- c) One-time payments



d) Contractors and supplier's payments

e) Payments for major project and capital expenditures

Petty Cash

The level of petty cash held by the School shall not exceed \$1500. Petty Cash payments shall not exceed \$XX without the authority of the Principal.

Standing bills (Recurring)

Payment of standing bills (recurring) shall be made within 30 days of receipt. Suppliers shall be notified of these terms and the terms printed on all orders / requisitions.

One-time payments

One-time payments shall be made within 30 days of receipt of invoice, unless a reduction in the quotation price is offered or a value-added element is offered.

Payments to suppliers and contractors

The payment schedule for expenditures in excess of \$2,000 and below \$5,000 shall be agreed in writing with the supplier and approved by the Principal and Business Manager.

Advance payment to suppliers of materials shall only be made where this is normal and reasonable practice, and where suppliers' terms and conditions of business provide adequate protection for the school in the case of non-delivery.

In other circumstances, an advance partial payment shall only be used to ensure more prompt and efficient discharge of work, or added value.

Payments for major project and capital expenditures

Subject to Board approval of the project and budget, the payment schedule for expenditures in excess of \$10,000 shall be agreed with the contractor as part of the contract. A part of the contract payment shall always be deferred until the work has been completed to the contractual specifications.

A penalty for liquidated damages due to late delivery/completion on the part of a contractor shall be included in contracts. If upon completion of the work, a contractor is liable to pay such a penalty, it shall be deducted from the final payment made by the School.

A retention bond shall be specified in the contract and withheld from the final contract payment, in line with normal practice in construction contracts, for sufficient time to allow defects to be identified and rectified.

3.6.5 EIA TENDER POLICY

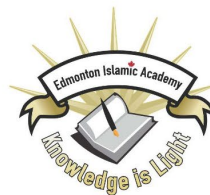
All capital purchases and service contracts above \$5000 approved by the Board and budgeted accordingly, will be subject to a tender issue.

The Board will approve a consultant(s) [The term 'Consultant(s)' hereinafter can refer to an independent firm of consultants approved by the Board or to a committee nominated by the Board] to assist with preparation of a tender, according to the technical nature of the proposed procurement.

Evaluation of suppliers

All potential suppliers will be assessed by the Board, on the advice of the head of the department the purchase is related to (IT., academic, maintenance, etc.). The following methods will be employed:

a) A supplier's proven capability to supply a service or product to a similar specification based on a review of past satisfactory performance.



b) Carrying out a physical objective assessment of the supplier of the product or service offered by obtaining sufficient samples of the product or service in question, thereby establishing objective evidence of the same.

c) Get three quotes from three different suppliers

Any supplier who satisfies either of the assessment criteria shall be included in the List of Approved Suppliers. Tenders up to a value of \$5000 shall be dealt with by the Principal, along with specialized head of the department. Tenders over \$5000 shall be handled by the Board.

7. DISBURSEMENT OF FUNDS

7.1 APPROVAL OF PAYMENTS

All payments made upon invoice or other form of billing must be authorized by the Principal.

7.2 EXPENSE REIMBURSEMENT

School Staff and Board officials who incur expenses in carrying out their authorized duties will be reimbursed upon submission of properly filled-out and approved vouchers and such supporting receipts as may be required by the business office(appendex-1).

Expenses may be incurred and approved only in line with budgetary allocations for specific types of expenses. Expenses for travel will be reimbursed when the travel has appropriate advance authorization and sufficient budget coverage. The Principal may grant authorization when the travel expense has not been anticipated and incorporated in the operational budget of the particular program involved. In such cases, however, the Treasurer will be kept informed if the specific line item in the budget is exceeded by 10% or more.

Individuals who travel at the School's expense will exercise the same economy as any prudent person travelling on personal business, and will differentiate between expenditures that are incurred for business and those that are only for personal purposes.

7.3 LOANS TO STAFF MEMBERS

1. The School does not accord loans to staff members.
2. The School does not give guarantees to any bank or financial institutions for a loan taken by a staff member.

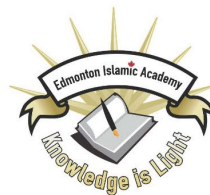
7.4 REVIEW OF STAFF SALARIES AND BENEFITS

There is no legal obligation for the Board to carry out any formal "negotiations" with staff members or representatives. However, when deemed necessary, the Board may meet with a teacher representative within the framework of the Finance Committee regarding salaries and benefits for School staff. The object is to obtain faculty input and to clarify matters as requested.

All such discussions are conducted in good faith, in accordance with applicable Board goals and policies, and in recognition of the Board's primary duty to promote the interests of the School and its community as a whole, which includes students and parents as well as members of the staff.

RECOMMENDATIONS

Recommendations prepared by the Finance Committee shall be submitted for Board discussion and vote. The Board has the authority to accept, modify or reject such recommendations, taking into account the overall



interests of the School; however, in no case shall the Board make final decisions about salaries and benefits without requesting a prior recommendation from the Finance Committee. The board considers salary review at a three-year period.

Once the Board has made decisions about salaries and benefits, they will be incorporated as appropriate in staff contracts and/or in the policies and regulations of the Board.

REFERENCES

- Alberta Education Funding Manual (Section J - Reporting Requirements)
- CPA Canada Handbook -Standards and Guidance
- Canada Revenue Agency – Reporting Guidelines for Charitable Organizations
- Personal Information Protection Act, Sections 14(c) (2) and 16 (1) and (2)
- Policy and Requirements for Accredited Private School Authority Planning and Results Reporting (Alberta Education)
- Private Schools Regulation (Alberta Education)
- Edmonton Islamic School Society - Policy Manual
- Appendix A to Purchase Order Authorization Form
- Appendix B to STATEMENT OF COVENANT FOR BOARD OF TRUSTEES