

ACCOUNTING PRACTICES ORDER

Authority: *School Act*, sections 156(1)(b), 156(12)(b) and 168(2)(o)

{ Ministerial Order 033/09 (033/09) Effective February 18, 2009
{ Repeals and Replaces M257/04
Amended by M177/10.....Effective June 21, 2010
Order of the Minister of Education

Interpretation

1. In this order

"board" includes a francophone educational authority as defined in the *School Act*;

"fiscal year" means a period beginning on July 1 in one year and ending on June 30 in the next year;

"generally accepted accounting principles" means

(a) the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada, or

(b) if the Treasury Board makes a regulation under section 23.1(2) of the *Budget Transparency and Accountability Act*, the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation;

"Ministry" means the Ministry of Education.

[am. M177/10]

Accounting Procedures

2. Boards must account and keep accounting records for funds and prepare and submit financial reports and statements in accordance with generally accepted accounting principles and with

(i) the Ministry's Financial Statement Instructions and

(ii) the Ministry's Annual Budget Instructions,

as amended from time to time, and in the manner and form required by the Minister.

Deficit Criteria

3. (1) The following terms have the meaning as used in the Handbook of the Canadian Institute of Chartered Accountants, which is available through the Canadian Institute of Chartered Accountants:

- (a) employee future benefits
- (b) operating fund statement of operations
- (c) fund balance
- (d) capital fund statement of operations
- (e) amortization expense and
- (f) deferred capital contributions.

(2) A board may incur

- (a) a deficit as a result of establishing on July 1, 2004 the unfunded liability for employee future benefits and vacation pay,
- (b) an annual deficit in the operating fund statement of operations as a result of using a surplus balance in a fund balance, the amount of such deficit being not greater than the available surplus balance, or

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- (c) an annual deficit in the capital fund statement of operations for the portion of amortization expense that exceeds amortization of deferred capital contributions.