

# Stein Valley Nlakapamux School Society

## Section 3



## FINANCE POLICIES

**Contact Information:**

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***When the school first started, the Elders shared the meaning of the logo.***

*Picture of the owl; wings are the mountains. The Owl protects all the animals and everything in the Stein, including the Stein Mountains. The line below is the Stein River.*

*The book “They Write Their Dreams on Rock” stated it can have different meanings. One had a split on the bottom owl which meant something else. Another picture had a cut on the bottom – this had another meaning. The picture had different versions.*

*This information was given to Ruby Dunstan by Millie Michelle, Mable Joe, Louie Phillips, Hilda Austin, and other Elders.*

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## 1.1 Company Credit Cards

### Policy Statement:

*SVNS will assign five credit cards with a total maximum amount of \$30,000. that will be used to conduct business and make purchases for SVNS.*

### Procedures:

1. The School Board members must pass a Special Resolution to assign five Credit Cards to the following individuals with the specified maximum amounts to be included in the minutes:
  - The Bookkeeper maximum amount \$10,000.
  - The Principal maximum amount \$5,000.
  - The Director of Education maximum amount \$10,000.
  - The Bus/Maintenance Supervisor maximum amount \$2,500.
  - The Chairperson of the Board of Directors maximum amount \$2,500.
2. A copy of the resolution will be sent to the bank where the application is being made.
3. All individuals are responsible for all charges on their respective cards. In the event that there are disputed charges on the credit card statement, the employee is responsible for disputing those charges directly with the credit card company and is also responsible for filling out all of the necessary paper work in order to dispute any charges that they feel are not valid.
4. The credit card is to be used only for SVNS business and cannot be used for personal purchases.
5. The credit card cannot be used for cash advances or bank transfers.
6. All employees must reconcile their credit card statements monthly by the 10<sup>th</sup> of every month (or the closest working day thereafter) using the Monthly Credit Card Purchase Log and submit it with original receipts for all transactions.
7. The monthly reconciliation must be signed off as follows:

The Principal will sign off on the Bookkeeper's reconciliation and Bus/Maintenance reconciliation.

The Director of Education will sign off on the Principal's reconciliation.

The Chair of the Finance Committee will sign off on the Director of Education's reconciliation and Board Chairperson's reconciliation.

8. Each purchase on the monthly statement must be recorded as a debit to the appropriate expense account and a credit to the appropriate bank account.
9. If the credit card is used for reserving and paying for accommodation for employees or School Board members, the individual may not claim it on their travel claim. The person who puts the expense on their credit card must fill out a Third Party Credit Card authorization that stipulates what can be charged to the credit card. Original receipts must be handed in with the month end reconciliation.
10. Staff who have personal credit cards will receive hotel costs on their travel claims, however those who don't have a personal credit card will be able to utilize one of the company credit cards through third party billing authorization.
11. At the end of employment, the employee must hand in the Credit Card to the President along with a reconciliation statement before receiving their final pay.
12. The Bookkeeper will immediately notify the bank and deactivate the credit card.
13. Credit cards that are returned will be either re-assigned by the School Board through a board motion or be cancelled.

## 1.2 Financial Limitations

### Policy Statement:

*The School Board recognizes that various items are needed to support the operations of the school and student learning, As such, designated employees will be provided with a school purchasing authority.*

### Procedures:

1. Purchasing authority resides with:
  - Director of Education
  - Principal
  - Bookkeeper
  - Bus Driver/Maintenance Supervisor
  
2. Purchasing is authorized to the following limits:
  - Director of Education: Purchases up to a maximum of \$5,000.
  - Principal: Purchases up to a maximum of \$5,000
  - Bookkeeper: Purchases up to a maximum of of \$5,000.
  - Bus Driver/Maintenance Supervisor: Purchases up to a maximum of \$2,500.
  
3. Any single purchase valued at more than five thousand dollars (\$5,000.) must be submitted to the Finance Committee who will then decide if it will be recommended to the Board of Directors for approval. All requests must include the following documentation:
  - Minimum of two however, preferably three written quotes from reputable companies that have competitive quotes;
  - Comparative and analyzing operating costs, including supplies, maintenance and service contracts, if required;
  - Benefits of the equipment and its impacts on service volumes, employee efficiency and overall educational impacts.
  
4. This policy excludes all items that have been incorporated into the budget review and have been previously adopted by the Board.

### 1.3 Financial Reporting

#### Policy Statement:

*The Bookkeeper is required to submit regular financial reports to the Finance Committee and the School Board Members.*

#### Procedures:

1. The Bookkeeper must provide monthly financial reports to the Finance Committee
2. The Bookkeeper must provide quarterly financial reports as follows:
  - 1<sup>st</sup> Quarter – July to September to be submitted and reviewed by the Finance Committee at the September Finance Committee Meeting
  - 2<sup>nd</sup> Quarter - September to December to be submitted and reviewed by the Finance Committee at the December Finance Committee Meeting
  - 3<sup>rd</sup> Quarter - January to March to be submitted and reviewed by the Finance Committee at the March Finance Committee Meeting
  - 4<sup>th</sup> Quarter – April to June to be submitted and reviewed by the Finance Committee at the July Finance Committee Meeting.
3. Upon review of financial reports by the Finance Committee, the reports will be recommended to the School Board members for approval.
4. Based on the results of the 2<sup>nd</sup> Quarter Financial Report, the Finance Committee may make recommendations to the School Board to adjust the expenditure plan accordingly. The recommendation must include background information for the adjustment along with a recommended motion.
5. Based on the results of the 4<sup>th</sup> Quarter Financial Report, the Finance Committee may make recommendations to the School Board to adjust the expenditure plan accordingly. The recommendation must include background information for the adjustment along with a recommended motion.

## 1.4 Petty Cash

### Policy Statement:

*SVNS will have a petty cash float of \$500.*

### Procedures:

1. Petty cash will only be used to purchase small miscellaneous items.
2. The Bookkeeper is responsible for the petty cash.
3. An employee accessing petty cash is required to fill out a petty cash voucher that includes the purpose, the amount, the date, the program and the account code. The voucher must be signed by the employee.
4. The employee is required to sign the back of the receipt for which petty cash was used with the program and account codes and submit the receipt to the Bookkeeper within 24 hours. The employee will not be permitted to take any further cash from petty cash until the receipts have been returned to the petty cash float.
5. The payments for petty cash must be posted in the cash ledger and the general ledger by the Bookkeeper.
6. When the float decreases to \$100., the Bookkeeper will fill out a cheque requisition and attach the receipts to verify the amount of petty cash that has been used. The cheque requisition must be approved by the Director of Education.
7. The petty cash is to be kept in a secure and locked location at all times.
8. From time to time, the Director of Education will conduct an audit to ensure that the vouchers equal the amount of funds dispersed and the balance of petty cash remaining.
9. Should there be a discrepancy in funds dispersed and receipts, the Bookkeeper is required to fill out an Incident Report Form and follow the Incident Report Form Policies and Procedures.

## 1.5 Purchase Order Books

### Policy Statement:

*The Bookkeeper is the only employee who is authorized to obtain a Purchase Order book.*

### Procedures:

1. The Bookkeeper will sign out a Purchase Order (PO) book that includes the date and the number of the PO book which will be stapled to the front of the PO book and a copy will be included in the Bookkeeper's personnel file.
2. Any single purchase over \$1,000. requires Principal or Director of Education approval and signature, as per maximum approval amounts. In case of emergencies and the Principal's and/or the School Administrator's absence, their verbal and/or email approval will suffice until they return to the school.
3. The Principal can approve up to a maximum of \$2,500. Anything over \$2,500 and up to \$5000 requires the Director of Education's approval. Anything over \$5,000 requires the Finance Committee's approval.
4. Any cancelled purchase order must be crossed out and all copies must be stapled back into the purchase order book.
5. Once the PO Book is empty, the Bookkeeper must return it in order to receive a new book.
6. The Bookkeeper must sign out subsequent PO books in the same manner as they received the first PO book (refer to 2.1 above).
7. Should the PO book be lost or stolen the following procedure applies:
  - a) The Bookkeeper must fill out an Incident Report Form and notify the Director of Education as soon as possible that the PO book has been lost or stolen.
  - b) The Bookkeeper will send a Letter to Suppliers to the suppliers who accept SVNS purchase orders to inform them that the Purchase Order book has been lost and/or stolen, the number of the book and the date that it went missing.  
The letter must indicate that SVNS will not be responsible for any purchases that use those purchase order numbers.
  - c) A copy of the letter will be filed in the appropriate file and a copy will be put in the Bookkeeper's personnel file.

## 1.6 Signing Authorities

### Policy Statement:

All Board Members, the Director of Education, the Principal and a Lytton First Nations finance employee will be signatories for SVNS.

### Procedures:

1. The School Board members must pass a Motion to assign the following signing authority on behalf of SVNS:
  - All Board Members
  - Director of Education
  - Principal
  - One Employee from the Finance Department of Lytton First Nations
2. A copy of the resolution will be sent to the bank where the application is being made.
3. The signatory is required to go to the Bank and complete all required banking documents including signature cards before signing authority can take effect.
4. All cheques require two signatories and one must be a School Board Member.
5. Board Members' travel and other expenses will be direct deposited in the middle of the month (15th) and any extraordinary meetings will be paid at the end of the month (31st).
6. To ensure openness, transparency and accountability, Board Members, the Director of Education, and the Principal cannot sign their own cheques or sign cheques for their immediate family, unless there are absolutely no other signatories available. In this rare situation, the cheque requisition must be pre-approved by a non-family member who has signing authority.
7. The School Board Member's authority expires upon conclusion of their terms of service on the Board. The Principal and Lytton First Nation Finance Department employee's authority expires upon termination of their employment.
8. School Board Members, the Principal and LFN Employee who are no longer serving or employed by SVNS do not have any authority to act on behalf of SVNS.
9. The Chair of the Finance Committee is responsible for ensuring that the Board Member and/or employee's signing authority is cancelled immediately.
10. SVNS does not permit signing blank cheques for any reason.

## 1.7 TOR for Finance Committee

# STEIN VALLEY NLAKEPAMUX SCHOOL BOARD

## FINANCE COMMITTEE

### TERMS OF REFERENCE

#### NAME

Stein Valley Nlakapamux School Board Finance Committee

#### PURPOSE

The Finance Committee will be the working committee of the board to do “pre-board work” regarding finance matters but will not replace the workings of the board. The pre-work will include the following topics relating to finance: developing, revising, implementing and evaluating finance policies and procedures; review and recommend proposals and workplans; review and establish annual expenditure plans; review quarterly reports; review expenditures bi-annually and make recommendations for revisions to the board; review and recommend contracts; review wage grids recommended by the HR Committee.

#### VISION AND MISSION STATEMENTS

Vision:

Our students are proud Nlakapamux, academically successfully and self-reliant, today and in the future.

**Mission:**

We provide a wide variety of holistic educational programs within a Nlakapamux environment that involves the students, families, staff, knowledge keepers and community.

#### VALUES AND GUIDING PRINCIPLES

Tseedeeda Ash Wheekdim, or, the way we see it, was a visioning process which resulted in the following 16 foundational statements of Stein Valley Nlakapamux School. These were initially developed by the parents, Board and community members in 1997 which continue to guide the direction of the school.

##### 1. Language/Nlha.KapamhhchEEn

Nlha.KapamhhchEEn represents our way of thinking and our way of viewing the world. Our language is the invisible glue which holds our Nation together. Stein Valley Nlakapamux School is committed to promoting, speaking and writing Nlha.KapamhhchEEn.

## **2. Culture**

Every thought and action at Stein Valley Nlakapamux School comes from a place of cultural significance. We acknowledge the various cultural ways of thought, learning, communication, worshipping, expressing oneself and living. The curriculum acknowledges the rich and dynamic culture of the Nlakapamux. It is our primary focus to make Nlakapamux culture visible and enriching.

## **3. Elders**

Our Elders are our most significant teachers. They keep the wisdom of our ancestors. Elders are role models who provide love, understanding, motivation, guidance, encouragement and wisdom. As a community of learners, we acknowledge our Elders with the respect that they have earned.

## **4. Community**

Education at Stein Valley Nlakapamux School happens within the social, economic, and political context of the Canadian community as well as within the local Nlakapamux and Lytton community. We promote involvement rather than segregation. Our doors are always open and community members are welcome to join us on our journey.

## **5. Healing**

Stein Valley Nlakapamux School recognizes the need for people to heal. Our school is a place where individuals of all Nations can seek the healing they need. Our school is also a place where people of all Nations can heal relationships between each other.

We believe that at first individuals heal then families then communities. When a community is healthy, a Nation is healthy. The medicine wheel is instrumental in our quest for healthy living.

## **6. Discipline**

Discipline is an important tool in healing and learning. As a community of learners, we are committed to self-discipline. We will all strive to be the best we can. We recognize that firm discipline takes a personal commitment from all involved, is hard work, requires taking risks, and requires forgiveness and providing choices. Discipline is not about control, but about being committed to healing and learning.

## **7. Spirituality**

Spiritual growth is an intimate and personal quality of human development. We do not deny ones need to express and live spiritually. We accept the diversity with which people believe and worship. We will do our best to support, encourage and respect the spiritual needs of our learning community.

## **8. Respect**

First Nations Education at Stein Valley Nlakapamux School demands, expects and teaches the value of true connectedness through relationships of personal respect. Respect involves viewing and appreciating all forms of life and the interconnectedness of this life.

## **9. Self-Determination**

At Stein Valley Nlakapamux School, we believe in our inherent right to own our land and resources and to manage our land and resources as we see fit. We are an independent Nation within the greater Canadian context. Self-determination provides us with jurisdiction and control over every aspect of our lives.

## **10. History**

At Stein Valley Nlakapamux School, we do not deny the facts of the conquest of our people and our lands by other people. We acknowledge our struggle to overcome this part of our history. We forgive those who imposed their will upon us. We will never allow that to happen again.

## **11. Trust**

At Stein Valley Nlakapamux School, we acknowledge the need to have solid relationships built upon trust. Teachers must have trusting relationships with all students and the broader community. The students and the community must trust in the teachers.

## **12. Love**

Guiding, supporting, discipline, teaching and interacting all must occur in the arena of love. Love is unconditional.

## **13. Expectations**

Everyone in our community of learners is expected to do the best they can all the time. We have very high expectations of our students: mentally, physically, emotionally, and spiritually. We expect parents to fulfill their obligations in providing children with the foundation to be active learners. We expect the community to provide support and encouragement. We expect teachers to provide rich and positive learning experiences for our children.

## **14. Diversity**

Education at Stein Valley Nlakapamux School recognizes the vast diversity in human nature. We acknowledge different cultures, family make-ups, life choices, learning needs, learning styles and instructional strategies.

## **15. Relevancy**

Education offered at Stein Valley Nlakapamux School is relevant to all learners in that we strive to meet individual needs. Education is relevant in that it acknowledges the social, political, economic and historical context in which our community of learners live.

## **16. Accountability**

Education at Stein Valley Nlakapamux School acknowledges our need to be accountable for our performance. We must do what we say we are doing and we must be able to prove it. We hold students accountable for their school performance, parents accountable for their children and the community accountable for the support and structures that our school needs. Teachers are accountable to the students, parents and broader community: We are all interconnected.

## **TIMEFRAME**

The Finance Committee will operate annually from August to June. ~~from September 12, 2016 to June 30, 2017.~~ One month prior to June 30<sup>th</sup>, the Board of Education will decide if the Committee will be extended or terminated.

## **RESPONSIBILITIES AND TASKS**

Although the committee is tasked with the following responsibilities, all decisions must be made by the Board of Directors:

1. Research particular issues identified by the Board and provide alternatives that include potential courses of action and possible solutions
2. Research, revise, develop and evaluate finance policies and procedures
3. Monitor the overall budget and expenditures (including transfers)
4. Review wage grid
5. Create a three year financial expenditure plan
6. Review the audit and make recommendations to the Board
7. Review investments options, as required
8. Monitor all capital assets and make recommendations to the Board, as required
9. Review and recommend proposals along with reporting requirements
10. And any other issues or tasks related to finance.

## **MEMBERSHIP**

The membership of the Finance Committee includes the following:

- Board Member
- Director of Education
- Bookkeeper

## **QUORUM**

Quorum for the Finance Committee is two members which must include the Board Member and one employee.

## **OATH OF CONFIDENTIALITY**

All members of the committee are bound by the Oath of Confidentiality.

## **CONSENSUS DECISION MAKING**

Based on our cultural values of inclusion, sharing and respect for one another, we will strive for consensus when making decisions. Consensus will be reached when everyone feels that they can live with the decision that is made and it does not interfere with their values or principles. The Chair will be responsible for monitoring the group. Should a consensus not be reached, the Chair will refer the matter to the Board as a whole.

**ROLE OF CHAIR**

- The Board Member will be the Chair of the committee.
- The Chair will develop the agenda in consultation with the Director of Education, preside over meetings, maintain order, decide on speaking arrangements, and promote decision making by consensus.
- The Chair will ensure that the Terms of Reference are adhered to.
- Make monthly reports back to the Board of Directors.

**MEETINGS AND MINUTES**

- Monthly face to face meetings from August to June.
- Minutes will be taken by the Bookkeeper.
- Minutes will be distributed to the Committee and the entire Board.

**COMMUNICATION PLAN**

Communication will be carried out primarily by phone calls, conference calls, face to face meetings and email. Committee members will be contacted either by e-mail or phone regarding committee related matters.

## 1.8 Travel Claim Rates

### Policy Statement:

*The Stein Valley Nlakapamux School Society will follow Treasury Board Guidelines for travel claim rates.*

### Procedures:

1. The Bookkeeper will review the Treasury Board Guidelines in relationship to travel rates (meals, incidentals, accommodation and mileage) annually in April. Should there be any changes in the rates, the Bookkeeper will inform the Principal and Director of Education and provide the documentation from the Treasury Board.
2. The Director of Education will review all changes and make recommendations to the Finance Committee.
3. The recommendation along with supporting documentation from the Treasury Board will be presented to the Finance Committee for review and decision.
4. The Finance Committee will review the recommendation along with supporting documentation and make a recommendation to the Board of Directors in May annually.
5. The Bookkeeper will make the necessary changes to the Travel Claim Form and any other relevant documents. They will also provide copies of the revised form in the Staff Form Folder (by the photocopier).
6. In June annually, the Bookkeeper will notify the Board of Directors and the staff to inform them of the new rates and date of implementation.
7. The new rates will come into effect on July 2<sup>nd</sup> annually.

## 1.9 Travel Claims

### Policy Statement:

*The Bookkeeper will process all Third Party Travel Claims.*

### Procedures:

1. There are times when SVNS employees and the School Board Members are asked to travel to attend meetings, training and conferences by external organizations.
2. Employees and the School Board Members understand that they are financially accountable for all travel funds.
3. *SVNS Travel Claim* and *Third Party Travel Claim Forms* must be filled out and signed by the employee and/or School Board Member ten (10) business days in advance of travelling which are then submitted as follows:
  - a) Employees to the Principal for approval.
  - b) Principal to the Director of Education
  - c) Director of Education to the Chair of the Finance Committee.
  - d) Board of Directors to the Director of Education.
4. In the event that the employees and/or School Board Member receives the Third Party Travel Claim Form at the event, they must submit the form to the Bookkeeper within five (5) business days after the event.
5. All supporting documentation for the Third Party Travel Claim Form must be submitted with the *SVNS Travel Claim Form* such as meeting agenda, conference package, training session agenda, etc.
6. The filled out and signed *SVNS Travel Claim Form* along with the supporting documentation must be submitted at least five (5) working days in advance of the next weekly cheque issuing date.
7. Employees and School Board Members are not eligible to claim for meals that are provided on site by the organizers unless they have food sensitivities, allergies that cannot be accommodated by the event organizers or have booked pre-arranged business meetings.
8. When employees and School Board Members are invited to attend a meeting or event that is hosted by a third party, the organizers generally book the hotel accommodation and make travel arrangements accordingly.
9. The maximum allowance for hotel stays is one extra day plus meeting dates that depends on travel options and air travel availability. Should travel require additional days beyond the one day, this must

be pre- approved. Any additional days beyond this will be at the personal expense of the employee or School Board Member.

10. If employees and School Board Members miss the deadline date to have their accommodation and or travel arrangements booked by the Third Party, they will be expected to book their own. However, they may only be reimbursed for the initial costs that the Third Party was paying for the accommodation and travel.
11. If the employee or School Board Member chooses to drive rather than fly, s/he will be reimbursed to the equivalent airfare (whatever is the lowest) and will also be personally responsible for extra hotel accommodation, meals and incidentals.
12. Receipts are required for accommodation, parking, ferry, bus, train and airline tickets.
13. In the event that receipts are not returned for accommodation, parking, ferry, bus, train and airline tickets within five (5) working days after the event has concluded, the funds may be deducted from the following travel claim and/or pay cheque/honorarium.
14. The Bookkeeper will submit all Third Party Travel Claims and original receipts within ten (10) working days after the event. Payment will be made directly to the Stein Valley Nlakapamux School.
15. If the reimbursement has not been paid within thirty (30) days, the Bookkeeper will follow up with the Third Party Organizers.
16. When the reimbursement has been received by the Third Party Organizers, the funds will be identified in the "Revenue" section of the financial statement and will be deposited back into the appropriate accounts.

## 1.10 Weekly and Emergency Cheques

### Policy Statement:

SVNS will process cheques once per week and immediately when an emergency arises.

### Procedures:

1. Approved Cheque requisitions and supporting documentation must be submitted to the Bookkeeper by Tuesday at 4pm in order for it to be processed by Friday of that same week. A Weekly Cheque Issuing tray will be put on the Bookkeeper's desk that includes the date and time of when the cheques will be issued.
2. Any incomplete cheque requisitions without the necessary supporting documentation will be submitted back to the employee until all information is complete. Once the cheque requisition has been completed and the necessary supporting documentation has been submitted to the Bookkeeper, the cheque will be processed at the next regular weekly cheque run.
3. Those cheque requisitions which are completed by Tuesday 4pm will be printed the following day.
4. Emergency cheques will be approved by the Principal up to a maximum of \$2,500. and the Director of Education up to a maximum of \$5,000. For anything over \$5,000. the Board will approve via email and/or phone calls.
5. Cheques will be signed on Thursday morning.
6. Cheques will be ready for pick up or mailed out on Friday morning.

### Definitions:

Emergency refers to donations for funerals for Elders and past Board members, company vehicle repairs, capital building repairs such as flooding and fire.

