



Turtle River School Division - Administrative Procedure

FISCAL MANAGEMENT - INDEX

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Section F – Fiscal Management

Payment of Non-Resident Fees to Another Division

PAYMENT OF NON-RESIDENT FEES TO ANOTHER DIVISION

The board will authorize payment of residual fees to other school divisions whenever:

- prior arrangements have been made by the division board for the student to receive instruction in the other division; and
- attendance of that pupil in the receiving division has been verified; and
- the division receives a request for payment of residual costs from the division the student is attending.

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EMPLOYEE TRAVEL ON DIVISION RELATED BUSINESS

Employees of the division who are required to travel on division business, which has been approved by the board, superintendent, or secretary-treasurer shall be reimbursed by the Turtle River School Division at the going rate. Whenever possible transportation should be pooled.

February 21, 1989

Reviewed April 2004

REIMBURSEMENT BUSINESS/IN-SERVICE/PERSONAL DEVELOPMENT/EXTRACURRICULAR

Mileage Rate:

The compensatory rate for business travel is determined by the formula on page 71 under use of personal vehicle on division business reimbursement section. Division owned vehicle should be used whenever possible. Vehicles are available for all staff to use.

Meal Rates:

Breakfast: actual cost to a maximum of \$10.00 supported by original itemized receipts.

Lunch: actual cost to a maximum of \$15.00 supported by original itemized receipts.

Supper: actual cost to a maximum of \$20.00 supported by original itemized receipts.

Daily Maximum: \$45.00

Tips for meal service and alcohol will not be reimbursed.

Accommodation:

Actual Manitoba Teachers Society (MTS), Manitoba School Board Association (MSBA) or School Division discounted hotel rates supported by original receipts. Staying with Family or Friends - \$25.00 per night

Incidentals:

Actual business related parking, taxi and telephone expenses as supported by original Receipts

Guidelines/Regulations

- The Superintendent or Secretary-Treasurer is responsible for expense claim approval.
- Employee professional development and extra-curricular expenses must received prior approval from the Superintendent or Secretary-Treasurer.

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- Employee professional development expenses (registration fees, travel, accommodation, meals, etc.), will be approved at the discretion of the Superintendent or Secretary-Treasurer. Said expenses may be approved on an actual cost basis or on a per-diem subsidy of total cost basis.
- All business, extracurricular and professional development expense claims are encouraged to be submitted within five working days of the end of each month following the said expense. Claims submitted more than 3 months after the expenditure is incurred will not be approved.
- Mileage claims will be based on actual mileage traveled from the employee worksite or residence whichever is less.
- Employees who are required to work at multiple work sites/schools are not eligible to claim meal reimbursement, unless their work takes them outside the division during meal time.
- Expenses and mileage related to attending SAG, LIFT and Divisional wide in-service events will not be reimbursed. Registration fees for these events will be reimbursed.
- Meal reimbursement will occur when extra-curricular activities occur outside the division borders and employees are required by senior administration to attend the activity.
- Bus Driver meal reimbursement will be reimbursed as per collective agreement.

Expense forms are available at the Division Office or at the Schools

SENIOR ADMINISTRATION TRAVEL EXPENSE

This policy will provide senior administration guidelines for acceptable travel and expenses disbursement and to implement controls that provide reporting to the Board of Trustees of these disbursements on a regular basis.

Rules and Procedures

- Senior administration will adhere to the guidelines established in policy Expense Reimbursement Page 72 section Administration.
- Each meeting senior administration expense accounts and reimbursement claim will be provided to the Board of Trustees. This includes senior administration credit card transaction statement(s). Trustee will review and sign off.
- During the annual budget process the Board of Trustees will review and establish a reasonable senior administration travel and professional development budget.

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- When requested by the Board a senior administration travel and professional development expense report detailing actual and budget amounts will be provided to the Board as an “In Camera” item at a regular Board Meeting.

Mail Pickup and Vehicle Allowance

The Principal of each school shall designate who shall pick up the mail for that school. The Division shall reimburse that designate \$200.00 per school year for the months September to June to cover expenses when a personal vehicle is used. The person who picks up the mail for the months of July and August shall be reimbursed \$50.00. (In cases where a Division vehicle is used for mail pick up no reimbursement will be made.)

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Use of Personal Vehicle on Division Business Reimbursement

The per kilometer reimbursement rate shall be set and adjusted **quarterly**. The rates will be adjusted automatically by the Secretary Treasurer on September 1, **December 1**, March 1 and **June 1** of each and every year based on the following schedule.

Effective March 1, 2022

Gas Price	Actual Mileage Rate								
\$1.00	\$0.40	\$1.20	\$0.42	\$1.40	0.45	\$1.60	0.47	\$1.80	0.50
1.01	0.40	1.21	0.43	1.41	0.45	1.61	0.48	1.81	0.50
1.02	0.40	1.22	0.43	1.42	0.45	1.62	0.48	1.82	0.50
1.03	0.40	1.23	0.43	1.43	0.45	1.63	0.48	1.83	0.50
1.04	0.40	1.24	0.43	1.44	0.45	1.64	0.48	1.84	0.50
1.05	0.41	1.25	0.43	1.45	0.46	1.65	0.48	1.85	0.51
1.06	0.41	1.26	0.43	1.46	0.46	1.66	0.48	1.86	0.51
1.07	0.41	1.27	0.43	1.47	0.46	1.67	0.48	1.87	0.51
1.08	0.41	1.28	0.43	1.48	0.46	1.68	0.48	1.88	0.51
1.09	0.41	1.29	0.44	1.49	0.46	1.69	0.49	1.89	0.51
1.10	0.41	1.30	0.44	1.50	0.46	1.70	0.49	1.90	0.51
1.11	0.41	1.31	0.44	1.51	0.46	1.71	0.49	1.91	0.51
1.12	0.41	1.32	0.44	1.52	0.46	1.72	0.49	1.92	0.51
1.13	0.42	1.33	0.44	1.53	0.47	1.73	0.49	1.93	0.52
1.14	0.42	1.34	0.44	1.54	0.47	1.74	0.49	1.94	0.52
1.15	0.42	1.35	0.44	1.55	0.47	1.75	0.49	1.95	0.52
1.16	0.42	1.36	0.44	1.56	0.47	1.76	0.49	1.96	0.52
1.17	0.42	1.37	0.45	1.57	0.47	1.77	0.50	1.97	0.52
1.18	0.42	1.38	0.45	1.58	0.47	1.78	0.50	1.98	0.52
1.19	0.42	1.39	0.45	1.59	0.47	1.79	0.50	1.99	0.52

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PUBLIC GIFTS TO THE SCHOOLS

All public gifts to a school should be reported to the board by the principal. All gifts become the property of the Turtle River School Division.

CHARITABLE DONATIONS

The Turtle River School Division is registered as a charity with Revenue Canada. The purpose of the registered charity is to raise funds for scholarships and bursaries, to fund capital asset and equipment purchases and to allow for acceptance of gifts in kind. The Secretary-Treasurer issues tax deductible receipts for donations and bequests through a will that meet the criteria. Charitable Donations activities will be reported in the Statement of Changes in Trust Funds as part of the Turtle River School Division No. 32 Audited Annual Financial Statement.

A. Scholarship Funds or Bursaries

Donations for Scholarship funds will fall into three categories. Funds can be directed to individual schools in the Division and if so directed, they are accounted for separately.

1. Endowment Scholarship Fund

Donations to this fund are made on an unconditional basis. Donors understand that the monies will never be refunded and they are not to receive any benefit, other than a tax-deductible receipt, for making the donation. The attached form is to be completed by the donor and will clearly indicate the student criteria (if any) for awarding of the scholarship. The donor signature on the form will confirm that all conditions are understood.

The endowment scholarship fund will be invested in accordance with the investment requirements of the Public School Act (Section 201). This fund is to be maintained in perpetuity, thus the annual awarding of the scholarships will not deplete the principal of the fund.

2. Defined Period Scholarships

Donations of this type are made with the understanding that sometime in the future both the income and principal will be fully depleted. The Scholarship will cease to be awarded at that time. To be eligible for a tax deductible, charitable receipt, the scholarship must be established for a period of at least ten years. The attached form is to be completed by the donor and will clearly

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indicate the financial terms and the student criteria for awarding the scholarship (if any). The donor's signature will verify that all conditions are understood.

These monies are to be invested in accordance with the Public School Act. Potential donors of this type should be advised that they could personally set up an investment and made an annual cash donation as per number three below.

3. Annual Cash Donations

Annual cash donations for scholarships or bursaries will be accepted and a charitable receipt will be issued. The donation is accepted with the understanding that the exact amount of the donation will be awarded to a student that school year.

School Cessation

If the school ceased to be a high school, or ceases to exist sometime in the future, the Superintendent of Schools, Secretary-Treasurer, Principal and school staff at that time shall decide on the disposition of the scholarship funds. It is suggested that these funds be used to improve the educational experience for the remaining students in the community by enhancing the building and grounds or purchasing school equipment.

B. Capital Asset and Equipment Purchase Projects

Schools in the Turtle River School Division No. 32 may initiate fundraising activities to help fund improvements to the school buildings, grounds or purchase of equipment.

The Secretary-Treasurer will issue charitable receipts for capital assets and equipment purchases provided the donation is made on an unconditional basis. The donor is not to receive any benefit what so ever for making the donation except the charitable tax deduction.

C. Gifts in Kind

Charitable receipts will be issued for gifts in kind based on the fair market value of the item being donated. The Turtle River School Division under the auspices of the Board of Trustees will establish the fair market value.

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