



Policy 3.08

Category: Charter School Operations

**Role of the Secretary-Treasurer**

**BACKGROUND**

The *Education Act, Section 86* requires Boards to appoint a Secretary and a Treasurer or one person to act as Secretary-Treasurer.

**POLICY STATEMENT**

1. The CAPE Society entrusts the CAPE Charter Board with the operation of the CAPE - Centre for Academic and Personal Excellence (CAPE) with the operation of CAPE school. The CAPE Charter Board shall appoint a Secretary-Treasurer to be responsible for the financial operations of the school. These financial operations of CAPE include CAPE school, Out of School Care Program, and School Generated Funds. The Secretary-Treasurer is also to provide advice to the CAPE School Council, as requested. The Secretary-Treasurer is the Chief Financial Officer of the CAPE Society and the CAPE Charter Board.

**DEFINITIONS**

2. **Secretary-Treasurer** - a person who performs the combined duties of secretary and treasurer; especially, an official in an organization.
3. **Chief Financial Officer** - the senior executive responsible for managing the financial actions of a company. The CFO's duties include tracking cash flow and financial planning as well as analyzing the company's financial strengths and weaknesses and proposing corrective actions.
4. **Ministerial regulation** - a legislation issued by the Minister by the virtue provided for by an Act or another legislation having the same status as an Act.
5. **Bonded** - an individual insured for the protection of a business or organization against potential losses caused by internal fraud, theft, or incompetence.
6. **Auditor** - a person authorized to review and verify the accuracy of business records and ensure compliance with tax laws.
7. **Annual General Meeting (AGM)** - a **meeting** of the **general** membership of an organization.
8. **Capital Plans** - a plan for a company's **capital** expenditures, payments made over a period of more than one year, used to acquire assets or improve the useful life of existing assets.

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9. **Budget** - an estimate of income and expenditure for the education fiscal year, September 1 to August 31.
10. **Audited Financial Statement** - a jurisdiction's financial statement that has been prepared in accordance with generally accepted accounting principles and that has been audited by an independent certified public accountant in accordance with generally accepted auditing standards and expresses an opinion as to the completeness of the audit and the accuracy of the results.
11. **Society** - a group of people formed as a separate not for profit organization which has the stated purpose of operating the charter school.

**GUIDELINES**

12. The appointment of the Secretary-Treasurer will conform to the requirements of the *Education Act* and ministerial regulations related to notification and bonding.
13. The Secretary-Treasurer shall hold a valid Chartered Professional Accountant (CPA) certification or a Bachelor of Commerce in Accounting degree or a Bachelor's Degree in Accounting degree.
14. The CAPE Charter Board is responsible for notifying the Minister of the Appointment of the Secretary-Treasurer.
15. The CAPE Charter Board is responsible for arranging to have the appointed person bonded.
16. The CAPE Charter Board is responsible for recruitment procedures for a Secretary-Treasurer.
17. The CAPE Charter Board shall carry out a written performance appraisal of the Secretary-Treasurer by the end of May of year one of a probationary contract for the purpose of a continuous contract, based upon the functions and duties of the Secretary-Treasurer.
18. The CAPE Charter Board shall carry out a written performance appraisal of the Secretary-Treasurer by the end of May of year one of a continuous contract and every two years thereafter, based upon the functions and duties of the Secretary-Treasurer.
19. Any disputes arising from said evaluations will be addressed through mediation, if all other venues prove ineffectual.
20. The Secretary-Treasurer reports directly to the Superintendent and to the CAPE Charter Board.

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21. In accordance with CAPE Charter Board policy, the *Education Act*, and the requirements of Alberta Education, the Secretary-Treasurer is responsible for the financial operations of the school. Responsibilities **are but are not limited to:**
- 21.1 The development of long range and short range financial plans to guide the school's financial operations.
  - 21.2 The development in conjunction with the Superintendent of the annual budget and the submission of that budget by the specified due date.
  - 21.3 The submission to the Auditors of all financial records, reports, policies, contracts, or other requested information, and the submission of the Audited Financial Statements and other documents to the CAPE Charter Board at the AGM.
  - 21.4 The Secretary-Treasurer shall prepare, for submission to the Annual General Meeting, a statement, duly audited, of the financial position of the Society.
  - 21.5 The development in conjunction with the Superintendent of the annual Capital Plans and the submission of the Capital Plans by the specified due date.
  - 21.6 The Secretary-Treasurer shall have custody of the funds and securities of the Society.
  - 21.7 The CAPE Charter Board may assign some of the duties of the Secretary-Treasurer to another individual.
  - 21.8 The Secretary-Treasurer shall receive all money paid to the Society and shall be responsible for the deposit of same in the name and to the credit of the Society in whatever Bank, Trust Company, Credit Union or Treasury Branch the Charter Board may order.
  - 21.9 The Secretary-Treasurer shall properly account for the funds of CAPE and keep such books as may be directed. A full detailed account of receipts and disbursements shall be presented to the CAPE Charter Board at the monthly CAPE Charter Board meetings and AGM and whenever requested.
  - 21.10 The Secretary-Treasurer shall receive all donations, in cash or in kind, made to the Society, shall be responsible for the deposit of same in the name and to the credit of the Society in whatever Bank, Trust Company, Credit Union or Treasury Branch the Charter Board may order, and for the issuance of charitable receipts for any single donation of \$10.00 or more.
  - 21.11 Supervise the work of any and all CAPE employees that are assigned to support the Secretary-Treasurer.

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- 21.12 The Secretary-Treasurer is responsible for payroll, invoices, contracts, Workers Compensation, GST, Society reports, and any other required submissions and reports.
- 21.13 The Secretary-Treasurer is responsible for transportation contracts, invoices and parent refund cheques.
22. The Secretary-Treasurer must attend all board meetings, including the Annual General Meeting (AGM), all Finance/Audit Committee meetings, and all meetings of any other board committee that may be struck.
23. The Secretary-Treasurer is to provide support and advice to the CAPE School Council, if or when requested and to assist the CAPE School Council in keeping its financial records, if or when requested.
24. Other duties and responsibilities as assigned by the CAPE Charter Board.

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**References:**

*Education Act, Sections 68*

*CAPE Bylaws*

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Adopted: May 10, 1999	Motion: #
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