



Administrative Procedures

AP-602.1	Date of implementation: January 22, 2025
	Date of review:
FINANCIAL LITERACY	Related Administrative Procedures:
	AP-602 Services for Students with Diverse Needs and Intensive Supports

Purpose: The Division recognizes its responsibilities toward the education of students with diverse needs and intensive supports. The Board approves the provision of special programs and services as recommended by the Director of Education to meet the needs of these students.

In order to facilitate the outcomes of a student’s individualized learning program (Ministry Inclusion and Intervention Plan (IIP) not required), the Division supports a partnership with local financial institutions to provide a holistic approach for approved students requiring this additional support.

Definitions:

Approved student – A student or a small group of students (not a class) with individualized specific learning goal(s) related to their daily financial skills that would allow them to develop an independent lifestyle that would not otherwise be attainable. Such student(s) must be approved by the Learning Support Teacher (LST) in consultation with Principal.

Procedures:

- 1) A school will apply using Appendix A to set up a bank account to meet the needs of a financial literacy program for the approved student(s).
 - a) Applications are submitted to the Deputy Director of Division Services, CFO, CHRO.
 - b) Must be endorsed by the school’s Learning Superintendent.
- 2) If approved, the account may only be used for the purpose of teaching financial skills.
- 3) A bank account may be closed at any time under the direction of the Deputy Director of Division Services, CFO, CHRO.
- 4) Bank accounts shall be set up in accordance with the following:
 - a) A bank account shall have the prior written approval of the Deputy Director of Division Services, CFO, CHRO.
 - b) The bank account must be in the name of Prairie Spirit School Division with an identifier of the school and connected student(s), e.g., Prairie Spirit School Division – Warman High School – 001.
 - c) The bank account must have clearly identified access as follows:

- i) The participating LST/Teacher and/or the Educational Associate carrying out designated programming requirements and the student(s).
 - ii) The Accounting Supervisor.
- d) If an initial startup balance is required in the account, the Principal may use a cheque voucher to transfer the amount required from the school-generated funds to this account.
- 5) Responsibilities of the Principal
- a) The Principal shall approve the application and the programming.
 - b) The Principal shall ensure the LST/Teacher maintains security of the banking information.
 - c) The Principal is accountable for implementing proper accounting procedures and controls to adequately safeguard the bank account.
 - i) The Principal must submit a monthly report (Appendix C) of each bank account to the Finance including:
 - (1) Department
 - (2) A copy of the bank statement
 - (3) Deposit slips
 - (4) Receipts to support all expenses
 - (5) Any changes in access or assignment (Appendix B)
 - ii) The Principal must submit the final annual reports by the end of June including:
 - (1) Appendix C on each bank account.
 - (2) The account transition plan (Appendix B) indicating program learning goal achievement or graduation of the student(s) or the requirement to close the account and transfer the remaining balance to the Division operational account.
- 6) Responsibilities of the LST/Teacher:
- a) The LST/Teacher shall maintain information and ensure cards are secure at all times. At no time shall the student(s) have unsupervised access to the debit card or bank account.
 - b) The LST/Teacher shall ensure purchases made from the account support the outcomes of the learning program, e.g., using a debit card to purchase groceries, depositing a cheque, etc.
 - c) The LST/Teacher shall ensure withdrawal of cash and subsequent purchases are included in the monthly report.
 - d) The LST/teacher shall submit a monthly report to Principal.

Related Documents:

[Appendix A – Application for Bank Account](#) *(internal document)*

[Appendix B – Bank Account Transition/Change Form](#) *(internal document)*

[Appendix C – Financial Reporting](#) *(internal document)*