



ADMINISTRATIVE POLICY NO. 707

REVISED OCTOBER 2011

RESERVES PLANNING

1. Reserves Planning

- a. A reserve for operating expenditures may be established on recommendation to the Board.
- b. A reserve for capital expenditure may be established on recommendation to the Board. The purpose of the reserve is to fund:
 - i. The purchase of land
 - ii. New buildings
 - iii. Renovations and additions
 - iv. Furniture, equipment, and supplies
 - v. Major building repairs and,
 - vi. Replacement of equipment.
- c. Other reserves may be established from the proceeds of the disposal of land and buildings as required by the Minister of Education, but must be reported according to PSAB.
- d. The annual contributions to and transfer from reserves is to be approved by the Board annually in conjunction with the adoption of the budget and/or annual audited financial statements.
- e. The prior year's surplus is to be transferred into one or more internally-restricted reserve fund(s).

2. Trust Funds

- a. The Superintendent of Administration, Finance and Planning is authorized to receive donations for the purpose of establishing scholarships and student bursaries. Funds are to be held in trust for the purposes intended.
- b. The Superintendent of Administration, Finance and Planning is to make every effort to comply with the conditions specified by the donor.

- c. The Superintendent of Administration, Finance and Planning may recommend to the Director that funds be held in trust by the Board for purposes other than student scholarships and bursaries.