



Document tabs +

KCA will conduct the ...

The Treasurer/Financi...

The Treasurer will inv...

Gifts of material or la...

The Board approves ...

All donors will be ack...

Tuition fees will be gr...

For charges on the 1s...

New families who ap...

Should the bank retu...

The Biblical instructio...

The Cranbrook Christ...

Examples of such fa...

| | |
|-----------|----------------------|
| Section: | Finance |
| Policy: | 3.02 |
| Revised: | November 2024 |
| Approval: | Motion #492 |

3.02 Revenue Policy

1. Procedure

- 1.1. KCA will conduct the financial functions of the school through a financial officer, who may be the Treasurer, or the school secretary or a person appointed who will assist the Treasurer and, upon request, provide detailed reports for the Treasurer.
- 1.2. The Treasurer/Financial Officer will be responsible to ensure that all revenues are accurately accounted for and donors are receipted for financial gifts.
- 1.3. The Treasurer will invest all surplus funds (those not needed for the coming one or two month's operations) into guaranteed investment vehicles such as bonds and short-term and long-term certificates.
- 1.4. Gifts of material or labour may be received but cannot be receipted. Willing donors will be encouraged to make a cash contribution equal to the value of any material or labour that the school might purchase from them. The Board must approve any exceptions to this policy.

