

Topic: Agreements and Contracts with Government Agencies
Effective: September 2013
Review/Revision Date: September 2017
Responsibility: Superintendent of Business Services/Treasurer

INTENDED PURPOSE:

The Halton District School Board recognizes from time to time there exists financial opportunities through agreements with outside agencies and government sponsors. Entering into such agreements requires the signature of the Director of Education or the Treasurer for the Board.

PROCEDURES:

1. The project coordinator will submit a copy of the completed application/agreement form to the Superintendent with portfolio responsibility for approval/authorization.
2. The Board's Treasurer will review and approve the completed application/agreement form and forward to the superintendent with portfolio responsibility for submission to the agency/government sponsor.
3. A copy of the approved/signed agreement by the agency/government sponsor is forwarded to the project coordinator and superintendent who will initiate the following process:
 - 3.1 The project coordinator, in consultation with the superintendent with portfolio responsibility will prepare a budget in cooperation with the accounting analyst who assigns account numbers and signing authorities.
 - 3.2 The project coordinator will consult the Human Resources department for the for employment of staff and establishment of pay rates.
 - 3.3 The project coordinator and accounting analyst will prepare all interim and/or final program and financial reports for submission to the agency/government sponsor.

This process will ensure that contracts are signed by the Board's Treasurer or designate, and that arrangements are made in cooperation with the school/project coordinator/instructional program leader to provide appropriate financial recording and reporting procedures.