



**Sturgeon
Public Schools**
Dare to reimagine learning

Financial Services

Lynne Chaston, Director

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Who We Are



Lynne Chaston
Director



Madi VanDerLinden
Accounts Receivable



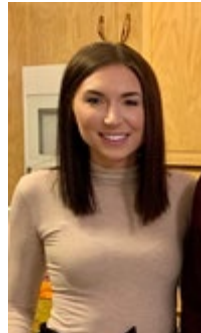
Roxy Prodaniuk
Accounts Payable



Brad Durand
Financial Analyst



Peggy Bell
Financial Analyst



Rebecca Stanton
Financial Analyst



Emily
Hussey

Shana
Dahl

Elana
Levett

Becky
Sturm

Julia
Madej

Lemae
Basalo

Business Managers






Mission Statement

Finance is dedicated to providing excellent financial management and support to the Division. We work to ensure that students and staff have the resources they need to succeed. We strive to be responsible stewards of public funds, maintain the highest level of integrity in our financial reporting, and ensure the Division remains financially sound. We are committed to providing accurate and timely financial information, as well as delivering excellent customer service. Our ultimate goal is to enable our Division to continuously improve, ensuring that students and staff have the resources they need to succeed.

Assurance Domain: Governance

Public assurance occurs when Sturgeon Public Schools' engages openly with stakeholders with a focus on student achievement and demonstrates stewardship of system resources.



Financial Services

Day to Day Financial Activities

Central Office: Processing all Division accounts payable and receivable for internal and external customers, tracking budgets and capital items, bank reconciliations and maintenance, developing and modifying finance programs, approving payroll, financial planning

School Level: Collection and recording of all student fees, coding, and processing all schools accounts payables, assisting principals with budgets and any finance related items

Reporting

Internal and external Financial reporting, Budget, Annual Financial Statements and Annual Charity return

Challenges faced by Financial Services include:

- Financial Services reporting requirements are constantly increasing which puts pressure on our resources to meet all deadlines and analysis. The team is currently working on updating our resources and tools to become more efficient, both on how we execute our task, and how we interact with internal and external clients.
- Financial Services is developing more training and reference documentation for Sturgeon Public staff to better understand the requirements. Receiving timely and proper documentation and backup for financial transactions (i.e. expense reports, visa purchases), helps us meet deadlines.
- Most of finance policies, procedures and guidelines are developed to meet government standards and audit controls. We are working with staff to overcome our limitations in meeting Audit requirements, internal controls and compliance.

Financial Services Supports for Schools

Our Goal: Support school-based staff to decrease the time spent on financial tasks so they can focus on the needs of students.

Changes recently incorporated:

- Employ qualified Business Managers to assist Principals with all their financial tasks
- Provide monthly financial reports to Principals to give them a clear picture of their financial position
- Online access to financial documents gives staff the ability to view items affecting their budgets
- Enhance Accounts Payable so Principals can view, approve or reject invoices online

Current and Future Projects

- **Invoice Entry Web** program for Central Office staff to better assist with timely and more efficient processing of invoices
- **Purchasing Card** program updates to increase the ease of use for staff
- Update Principal's **Financial Dashboard** to give Principals timely information
- Enhanced **Electronic Document Access** to provide document viewing online
- Improved **Financial Information and Reporting** for better clarity and readability

Thank You



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