



LL 118084

SCHOOL ADMINISTRATOR'S DECLARATION

To: Secretary-Treasurer/Chief Financial Officer
St. James-Assiniboia School Division

I have reviewed the Division's policy statements and operational procedures setting forth management policies, internal controls and accounting procedures required for school funds.

I have read these documents and I am familiar with their contents.

I understand the responsibilities which have been delegated to me, and that my evaluation will include an appraisal of my efforts in this regard.

I understand that I am to report any potential conflicts with these policies and operational procedures to either the Superintendent/Chief Executive Officer or the Secretary-Treasurer/Chief Financial Officer.

Comments _____

If there is insufficient space, please continue on the reverse side.
(Important: if there is nothing to report, please write "none")

Signature _____ Date _____

PRINT Name, Title _____

and School _____

APPROVED 3/26/91, MOTION 06-08-91
Revised 07/08/03
Former DIA-E