

<p style="text-align: center;">Rainy River District Social Services Administration Board</p>	<p style="text-align: center;">Policy Area</p> <p style="text-align: center;">CHILD CARE Financial</p>
<p style="text-align: center;">YEAR-END RECONCILIATION</p>	<p style="text-align: center;">Policy Number</p> <p style="text-align: center;">CC-2.1</p>

Preamble

The Rainy River District Social Services Administration Board (RRDSSAB) is required to attest to a reconciliation of actual financial performance compared to approved funding, and submit financial statements to the respective Provincial Ministry at year end.

Policy

Child Care Programs complete and submit a fourth quarter *Year-to-Date Report* to the RRDSSAB by February 21st of each year, in order to estimate any overpayment or recoverable subsidy. An audited or unaudited financial statement, as applicable, and a *Year End Reconciliation Report* are completed and submitted to the RRDSSAB within four months, following the end of each budget year, in order to confirm overpayments or recoverable subsidy.

The RRDSSAB submits a fourth quarter *Year-to-Date Report* within the first quarter to the respective Provincial Ministry, followed by an audited financial statement within five months following the end of the budget year.

Identified unused funds (surplus) must be recovered from Child Care Programs within two years; these funds must be identified as "recoveries".

For wage subsidy, the RRDSSAB certifies that all of the special purpose report forms are received from Child Care Programs and are appropriately audited. The audited reports must be attached to the audited or non-audited financial statements.

ADOPTION & REVIEW GUIDELINES

*Approved by Res. #118/01 on November 15, 2001
Reviewed/Revised by Administrative Approval: 10 June, 2004*

Administrative Approval: 30 Dec, 2010 Signature of D. Dittaro, CAO: Donna Dittaro

Approximate date of next review: February 2015

REFERENCES:	POLICY AREA	POLICY NAME AND NUMBER
	<i>Child Care</i>	<i>CC-2.0 Year-to-Date Reporting</i>
	<i>Child Care</i>	<i>CC-2.6 Audit</i>