

Rainy River District Social Services Administration Board  <b>AUDIT</b>	Policy Area  <b>CHILD CARE</b> Financial
	Policy Number  CC-2.6

### Preamble

The Rainy River District Social Services Administration Board (RRDSSAB), as Service Manager for Child Care in the District, must ensure security and integrity of financial operations, and meet legal requirements.

### Policy

Child Care Programs must submit an annual audit or non-audited financial statement to the RRDSSAB, within four months following the end of the funding year.

The type of financial statement required to be submitted to the RRDSSAB is dependent upon the amount and type of subsidy received by the Child Care Program as follows:

SUBSIDY RECEIVED	
Wage Subsidy Only	<i>Wage Subsidy Utilization Statement</i>
Subsidy up to \$75,000	Non-Audited Financial Statement
Subsidy Over \$75,000	Audited Financial Statement

### Procedure

1. The Child Care Program must submit an audited or unaudited financial statement to the RRDSSAB before April 30<sup>th</sup> of each year, per the conditions described in the above chart.

**ADOPTION & REVIEW GUIDELINES**

*Approved by Res. #118/01 on November 15, 2001*

*Reviewed/Revised by Administrative Approval: 08 April, 2004*

*Administrative Approval: 30 Dec, 2010*

*Signature of D. Dittaro, CAO: Donna Dittaro*

*Approximate date of next review: February, 2015*

<b>REFERENCES:</b>	<b>POLICY AREA</b>	<b>POLICY NAME AND NUMBER</b>
	<i>Child Care</i>	<i>CC-2.1 Year-End Reconciliation</i>
	<i>Financial</i>	<i>F-6.1 Annual Audit</i>