



**SUNRISE**  
SCHOOL DIVISION

# Finance Department

**May 21, 2024**



# Finance Department

The Finance Department Consists of

## **Finance Manager:**

Matthew Bialek

## **Intermediate Accountant**

Andrea Zieske

## **Finance Officers**

Jeff Kyupers

Lisa Hnatishyn

## **Payroll Officers**

Tammy Adolph

Jamie Wojcik - Term

Lisa Hnatishyn

Lindsay Zirk – Maternity Leave

# Main Functions of Finance Department

1. Provincial Reporting and Accounting in Manitoba Education (FRAME) for all controlled Entities

**F** INANCIAL  
**R** EPORTING AND  
**A** CCOUNTING IN  
**M** ANITOBA  
**E** DUCATION

[https://www.edu.gov.mb.ca/k12/finance/frame\\_manual/frame\\_manual.pdf](https://www.edu.gov.mb.ca/k12/finance/frame_manual/frame_manual.pdf)

# Main Functions of Finance Department

## 1. Provincial Reporting and Accounting in Manitoba Education (FRAME) for all controlled Entities

### I. Operating

- Provincial Revenue
- Special Levy Revenue
- All day-to-day operating revenues and expenses





# Main Functions of Finance Department

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- Provincial Reporting and Accounting in Manitoba Education (FRAME) for all controlled Entities
  - Capital
    - Tangible Capital Assets
    - Debenture Supported Expenditures
    - Reserve Funds



# Main Functions of Finance Department

## 1. Provincial Reporting and Accounting in Manitoba Education (FRAME) for all controlled Entities

### III. Special Purpose Funds

- School Generated Funds
- Scholarships and Donations



# Main Functions of Finance Department

## 2. Create a Coding structure following FRAME requirements

### I. Expenses will fall into the categories of:

- Regular instruction
- Student support Services
- Adult Learning Centres
- Community Education Services
- Divisional Administration
- Instructional and Other Support Services
- Transportation
- Operational And Maintenance
- Fiscal

When it is unclear questions around the reason to an expense may help allocate the expense to the most applicable category.

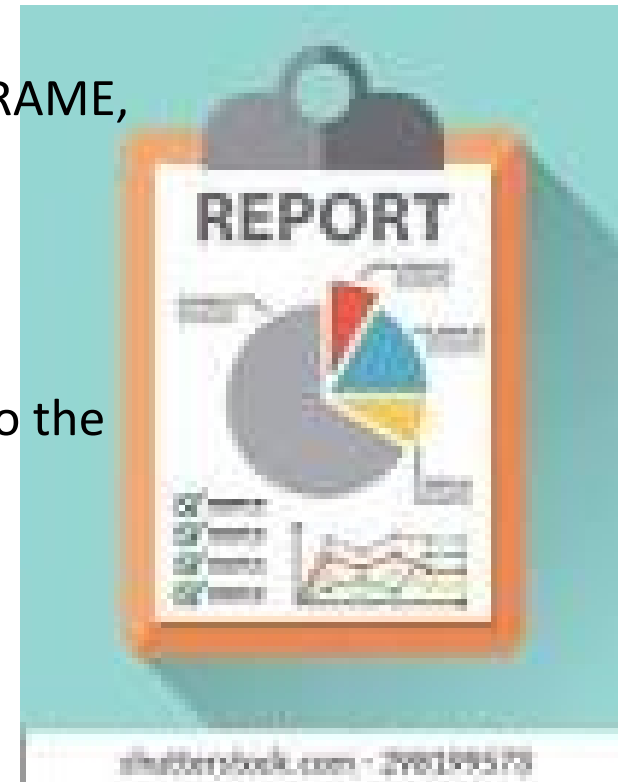
# Main Functions of Finance Department

**3. Follow and apply divisional policy and procedures**

**4. Maintain Budget**

**5. Report**

- I. Report to Province – reports based on FRAME, Enrollment Data, Grant use
- II. Budget based on FRAME structure
- III. Provincial Year End – March 31<sup>st</sup>
- IV. School Year End – June 30<sup>th</sup>
- V. Reports to the Finance Committee and to the board





# Main Functions of Finance Department

## Sunrise School Division Pay Statement

### 3. Payroll function

3. About 80% the divisions budget is Wages and benefits
4. Four different unions, five union contracts and additional employment contracts for non-union staff
5. Full payroll processing, pension, benefit administration for approximately 1000 employees. Approximately 70% are salary 30% of casual or time sheets. Over the recent years, we have seen an increase of casual staff.

# Finance look into the future

Finance Manager, in the coming months, will continue to:

- Work closely with the Finance team to learn the internal processes.
- Work closely with the Secretary-Treasurer to understand the expectations for the roll.
- Understand the year end reporting requirements and to work with the division auditors.
- Learn school start up and the important school allocations.

# Questions

