**Policy: Management of School Reports
 and Other Documents**

**Introduction:**The Elite APS **Annual Report** is a report prepared by the Principal about the School’s different activities and its administrative, technical and financial affairs over the previous academic year (often presented to an Annual General Meeting of the Board of Trustees).
**Rational:**

* To ensure that Elite APS comply with essential reporting requirements.
* To ensure that Elite APS comply with essential requirements for preparing required reports and submitting them to the Board of Trustees.
* To ensure that Elite APS holds itself properly accountable for the exercise of its functions and activities and for the finances which it receives and spends.
* To enhance goals including full accountability increased transparency and the provision of evidence-based policy-making requirements from the Elite APS site.

**Policy Statement:**

The Elite APS board of trustees requires an annual report about school management including data, statistics and other information. The annual management report shall include, amongst other items, a report on the School’s operation, student achievements throughout the past academic year and a summary of the financial statements (income statements, balance sheet and statement of cash flows. It should also include the professional development plan, inspection outcomes, School development performance standards and plans, and sharing best practices.

**Roles and Responsibilities:
Elite APS will:**
- Maintain complete and accurate reports and documentation and submit them to the Board of Trustees at prescribed times and upon request.

 **The Board of Trustees and Principal:**
- The Board will appoint at the beginning of each school year an approved external auditor to conduct audit activities.
- The principal will oversee the preparation of the Annual Report and give his final approval for the submission of the report to the Board of Trustees and taking responsibility for the information contained within the report.
- The principal will submit the financial statements and auditor’s report to the Board using the relevant the Board template within sixty days from the end of the academic year.
- Use a secure storage mechanism for this report and other types of reports.

-Principal is accountable to the Board of Trustees for:
- Ensuring that the financial coverage and contents of the Annual Report are sufficient and accurate to meet the Board reporting requirements.