

GLOSSARY

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| Accountability | <ol style="list-style-type: none">1. Being responsible and answerable for all cash and other assets managed in trust.2. A certain level or function for which a person is held responsible, i.e. controlling costs. |
| Accruals | Items that accumulate or increase, and are forecast to increase, usually during the adjustment phase of the accounting cycle. |
| Act | A statute or law passed by the legislature or parliament. |
| Agency | An office or business that has the authority to act on behalf of another, or on behalf of the Government. |
| Annual Report | A statement of the activities of the agency, including financial statements, the report of the auditor and any other information that the Minister may require. |
| Annual Turnover Rate | The number of employees who terminated during the year, whether or not they received removal assistance, divided by the total number of the board's term and permanent employees. |
| Appropriation | Monies that have been set aside through an official act for a particular use. |
| Auditor's Report | A professional accountant's opinion on the financial statements; the report states whether the financial statements present fairly on the financial position and operating results and whether these statements have been prepared according to Generally Accepted Accounting Principles. |
| Authority | Having the power to command, influence or direct. |
| Bargaining Unit | A group of workers that are organized into a local union chapter. The unit elects an executive from its membership and is responsible for handling grievances and issues that arise at the local level, as well as providing a communication link with the regional union. |

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| Budget | A summary of revenues and expenditures broken down by category for the upcoming school year. A budget cannot show a deficit in any fiscal year, unless there is an accumulated surplus available to cover the deficit. |
| Business Incentive Policy (BIP) | Business Incentive Policy (BIP) provides incentives to Northern businesses to promote the use of Northern labour and purchase of Northern materials. BIP aims to foster the development and competitiveness of Northern business. Incentives include bid adjustments to allow for Northern or local content. |
| Business Plan | Prepared annually, the Business Plan strives to link the allocation of the government's resources to the achievement of stated goals, outlining actions that will be taken. |
| Bussing | Transporting children to schools outside their immediate neighbourhoods. |
| Capital Costs | Resources expensed to purchase, construct or increase the life of a fixed asset such as: furniture, a building, equipment or a vehicle. |
| Casual Payroll | The process of payment and recording of salaries or wages for short-term staff that are hired to work for periods not exceeding four months or for a specific project that is not permanent. |
| Chart of Accounts | A list of account names and numbers for grouping and organizing transactions related to assets, liabilities, revenue, and expense classifications. |
| CICA | Canadian Institute of Chartered Accounts. Commonly known as CICA Handbook. |
| Classroom Assistant | Classroom Assistants changed to Education Assistants. (GNWT/UNW collective agreement effective April 1, 2002). See Education Assistant below. |
| CMAS | Case Management and Administrative System (CMAS) is a computer/web-base system to support ECE information management. CMAS has been in development since 1998 and includes a variety of modules, i.e.: Apprenticeship, Student Financial Assistance, Day Care User Subsidy, Student Records, etc. |

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| Collective Bargaining | The process through which representatives from management and the union meet to negotiate a labour agreement. |
| Commitment | A transaction documented in FIS to record an obligation incurred. A commitment sets aside funds in the budget for a specific program. |
| Contract | A formal agreement between two or more parties, which binds them to agreed obligations. All contracts must be entered into in accordance with the FAM. |
| Contribution | A transfer payment that is conditional on performance and is subject to audit. |
| Controllable Asset | Any item that meets the following criteria shall be accounted for on auditable records until disposal or write-off: <ul style="list-style-type: none">• Has a normal life expectancy of one year or longer• Is not consumable except through wear and tear• Is procured, issued and replaced on a basis of departmental programs i.e. vehicles• Is for use in operations and not for resale• Has an acquisition cost of \$5,000 or more per item |
| Debt Servicing | Financial resources used for the payment of interest and principal on all debt, short and long term. |
| Deficit | The excess of liabilities over assets or the excess of expenses over income (funding) during an accounting period. |
| Department | Refers to the Department of Education, Culture and Employment, GNWT. Its responsibilities include early childhood programs, school programs (K-12), colleges, income support, official languages, labour services, and career development. |
| Devolution | The passing of political and legislative authority, responsibility, and resources for delivery of government programs to a community government. |
| Directive | A statement of specific action(s) that all employees must follow while carrying out the provisions of a policy. |
| District Education Authority (DEA) | A District Education Authority (DEA) is established for each Education District. Its duties and powers are conferred by the Education Act and its regulations. Members of each DEA are elected in the Education District. |

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| Divisional Education Council (DEC) | A District Education Council (DEC) may be established by the Minister of ECE to govern each education division within that division. Its duties and powers are conferred by the Education Act and its regulations. A DEC is composed of representatives of each DEA in the education division. |
| ECE | The Department of Education, Culture and Employment of the GNWT. |
| Education Authority | Consists of representatives that may be elected or appointed and is responsible to establish policy, approve budgets and authorize financial transactions. A board is also responsible to record actions taken by its officials on its behalf. |
| Encumbrance | Obligations or commitments that are purchase orders, contracts issued, or salary commitments for which funds are set aside. They cease to be encumbrances when paid or when goods or services are received and actual liability is created. |
| Education Assistant | An individual working in a paraprofessional position in a school and who, under the direction of a teacher, assists in implementing programs for individual/groups of students. |
| Employee Liability Termination Benefits (ELTB) | Benefits earned by an employee that are payable on termination due to resignation or retirement. |
| Enrolment | The number of students registered for a course, class or school term. |
| Equitably | The practice of allocating funds in a fair and equitable manner by taking into account the similarities and differences of the entities involved. |
| eSIS | Electronic Student Information System mandated by ECE for all schools to use. |
| Expenditure Authority | The authority of an expenditure officer to sign initiation certification and confirmation of contract performance and price. |
| Financial Administration Act (FAA) | Financial Administration Act (FAA) of the GNWT governs the financial administration of the government. |

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| Financial Administration Manual | Financial Administration Manual (FAM) of the GNWT. |
| FIS | Financial Information Systems (FIS) is the computerized classification of accounts system of the GNWT. It is used to assemble financial data and to generate various reports. |
| FMB | The Financial Management Board (FMB) is a sub-committee of the Executive Council and is responsible for the financial management and administration of the GNWT. |
| FTE | Full Time Equivalent student. 1.0 FTE means one full time equivalent student. |
| Function Code | A major group of related programs and the highest level of combination of program activities. For example instruction (which has been further subdivided into elementary high school) and administration. |
| Fund Code | A self-balancing set of accounts set aside for a specific purpose, i.e. the Capital Fund which records all fixed asset transactions. |
| GAAP | Generally Accepted Accounting Principles (GAAP) is a set of accounting principles and practices that are recognised and used by accountants in the preparation of financial statements. |
| Grant | A transfer payment for which there is no accountability requirement. |
| Honorarium | A fee paid to members of education authorities and committees operating under authority by the government. |
| Inclusive Schooling | A practical educational approach that strives to respond to individual student needs. Its intent is to ensure equal access for all students to educational programs offered in regular classroom settings. Inclusive schooling is mandatory within the NWT school system. |
| Indicators | A series of statements used to gauge the success of programs and services. They measure quantity and quality in service effort and accomplishment. |
| Indigenous Aboriginal | Refers to individuals in the NWT claiming Dene, Métis or Inuit heritage and status. |

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| Investment Pool Agreement | An agreement entered into between the GNWT and a public agency, which establishes an investment pool and authorizes the GNWT to invest the monies comprising the investment pool. |
| Legislative Assembly | The legislative body including the Commission in Council for the Northwest Territories. |
| Liability | A financial obligation of the government that is incurred in the fiscal year, regardless of when it is payable. |
| Location | Describes the place <i>where</i> , i.e., a specific community or school is located. |
| Main Estimates | The estimates approved by the Legislative Assembly prior to the start of the fiscal year for all departments and agencies of the GNWT. Generally these estimates authorize all planned expenditures. |
| Magnet Facility | A designated residential facility that provides services to students from outside the jurisdiction in which the residence is located. Educational services may be provided either within the facility or in a local school. Facilities such as young offender custody and group homes operated by the Department of Justice, or group homes, treatment centres and safe shelters operated under the Department of Health and Social Services may qualify for this designation. |
| Management Surplus | Under Departmental accounting policy surplus for management purposes of the board is calculated as: accumulated surplus + accrual for summer salary payout + accrual for retirement resignation and ultimate removal + infrastructure cost deficit |
| MasterWorks | MasterWorks Software Systems Ltd. (owned by Sylogist Ltd.) provides the accounting software system used by the education authorities. |
| Mandate | A command or order that states the purpose of an operation or organization. |
| MOU | A Memorandum of Understanding (MOU) is a written, ratified and signed agreement which documents the terms and conditions of a mutual covenant. The MOU's between the Department and Divisional Education Councils (DECs) outline funding and reporting arrangements. |

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| MLA | A Member of the Legislative Assembly (MLA) is an official elected by an electoral district to serve as its representative in the Legislative Assembly. |
| Northern Business | A business that complies with the legal requirements to carry on business in the NWT in accordance with BIP. |
| Northern Content | Northern content in a tender bid is the dollar value of the goods and services required by the contract and supplied by any Northern business or Northern supplier. |
| Northern Employees Benefit Service (NEBS) | A benefits program for community based employees to provide for death, disability, health and other employee benefits of which contributions come from both employer and employees. |
| Northern Resident | An individual who has resided for the last twelve (12) months in the NWT and has a valid NWT Health Plan card. |
| Non-Aboriginal | Refers to individuals in the NWT not claiming Dene, Métis or Inuit heritage and status. |
| Object Code | Describes an item purchased or services obtained from a specific expenditure, i.e.: salaries or services purchased and contracted. |
| Payment Authority | Certification provided by an accounting officer. To avoid any potential conflict of interests, the accounting officer cannot also be the spending authority/expenditure officer. |
| Person Year (PY) | A term used in Human Resources and Finance matters. Staff positions are often referred to in person years (PYs). A full-time employee would represent 1.0 PY, whereas an individual working half-time would be 0.5 PY. |
| Policy | A commitment to the public to follow an action or course of action in pursuit of approved objectives. Policies recognize decisions that a government department or board is responsible for and they allow greater flexibility than legislation. |
| Program Code | The next level of breakdown below a function, a program is a grouping of activities that are designed to attain an objective. For example Career Development is a program. |

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| Program Manager | A manager who is responsible for the delivery of specific activities and usually for expenditures by way of expenditure authority. |
| Proposal | A plan or terms reference put forward for consideration and acceptance or action. The emphasis of a proposal is offering ideas for acceptance or refusal or providing suggestions for consideration. |
| Public Agency | A corporation or agency to which the government or a minister appoints the majority of the members. Employees are remunerated in accordance with the Public Service Act. |
| PW&S Reconciliation (bank) | The Department of Public Works & Services of the GNWT. A comparison of items in the bank statement against entries in the accounting system. A schedule is prepared to explain differences and to reconcile the amounts shown by the bank to the amounts on the books. |
| Regulation | An order, rule of court, regulatory form, warrant, bylaw or legal document issued under the authority of an Act. |
| Removal | The physical relocation of a terminated employee and their personal effects. |
| Residence | <ol style="list-style-type: none">1. The primary dwelling of an individual.2. Any building or part of a building where occupants reside temporarily for the purpose of attending an educational institution. |
| Settlement Code | A three-digit code that can be used to identify expenditures by geographical location. |
| Special Needs | See <i>Inclusive Schooling</i> . |
| Standard Object Code | A standard account code used by all education boards to ensure consistent and uniform reporting. |
| Student Financial Assistance | A program of financial assistance whereby students who are NWT residents and enrolled in a post-secondary education program may receive grants and/or loans. |
| Standing Offer | A price agreement with a supplier who will provide specific goods and services over a specified period of time. During this time period tenders from other suppliers will be not be requested or accepted. |

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| Submission | A budget proposal plan or other document that is put forward to an authorizing body for consideration approval or acceptance. |
| Supplementary Estimates | Requested when increases are required to a departments spending authority. Supplementary estimates are presented to the Legislative Assembly for approval. |
| Surplus | Excess revenue over expenses. See also <i>management surplus</i> . |
| TCA | Tangible capital asset. |
| Tender | A bid to deliver goods and services. |
| Variance | The difference between budget and actual expenditure or between planned and actual action expressed as a plus or a minus figure in the management reports. |
| Vote | A broad category of expenditure according to its intended use. Each category is approved by a separate vote in the Legislative Assembly. Example: vote 1 – expenditure O&M and vote 2 – capital expenditures. |