

Policy Number: ADP 3.24

Procedures Approved by Executive Director:

Procedures Approved by the Board of Directors

Date: March 7 2006

Date: March 7 2006

Revision Date: March 12 2024

Review Date: March 12 2024

Management Fiscal Controls

Policy Statement

The Director of Finance and Business Solutions, under the direction of the Executive Director, shall ensure that a set of accounts is established and maintained for each program, special project or fund as required.

The Executive Director in consultation with the Director of Finance and Business Solutions shall ensure a clearly defined set of procedures for financial approvals, monitoring and reviews is available to all management personnel.

Procedures

Approval of Expenses

1. The Supervisor or delegate shall approve electronically or initial each invoice or other documentation of expense and forward the approved item to the finance department for payment.
2. The finance department shall then confirm that the commodity or service has been received, is as specified on the order, and is in acceptable condition.
3. The finance department shall then indicate the account to which the item is to be allocated and shall process the amount for payment by preparing the cheque.
4. The signature of the manager shall be deemed to be authorization to pay and concurrence of the expenditure within budget.

Monitoring of Expenses

1. Each Area Administrator is responsible for the budget of their respective program area as follows:
 - a. Monitor all expenses and ensure that the total of all expenses remain within the approved budget.
 - b. Ensure the total of salary and benefit lines remain within the approved budget for those lines.
2. The Director of Finance and Business Solutions is responsible to:
 - a. Monitor all expenses and ensure that the total expenses remain within the approved budget.

- b. Manage a balanced budget by allowing for offsets between budget lines in accordance with policy of the Ministry of Community and Social Services.
- c. Report to the Executive Director on the plan to manage any significant variance to ensure the total budget remains within the approved limit.

Financial Reports

The Association shall prepare and disseminate reports using generally accepted accounting principles in order to provide internal information necessary to monitor and manage association programs and services, while meeting its legislated stewardship responsibilities to funding bodies, donors and the community.

Preparation of Reports

1. The preparation of financial reports shall be under the purview of the Director of Finance and Business Solutions acting in consultation with the Executive Director.
2. Reports shall be prepared at such intervals and in such formats as required by:
 - a. Funding bodies.
 - b. The Board of Directors.
 - c. Senior Leadership Team
3. While reports must meet the particular needs of these groups, where possible, the Association will provide reports in a format that meets the needs of as many of these groups as possible without compromising any reporting requirements.
4. Reports shall include but not necessarily be limited to:
 - a. Monthly and quarterly reports of income and expense.
 - b. Statements of net assets -
 - Statement of revenues, expenses and changes in net assets.
 - Statement of cash flows.
 - c. Annual Financial Report.
 - d. Fund Reports.

Management of Variance

The Director of Finance and Business Solutions is responsible to:

- a. Prepare monthly financial reports for each program area and a consolidated financial report.
- b. Distribute program reports to the applicable Area Administrator.

Distribute program reports to the applicable Area Administrators and the consolidated report to the Executive Director, within the appropriate period following the month end.

Quarterly Reviews

1. The Executive Director, Director of Finance and Business Solutions and Area Administrators shall meet following the completion of each quarter to review the financial reports, identify pressures and determine strategies to balance pressures within the approved budget or on a more frequent basis as required.
2. A consolidated financial report will be forwarded to the Board of Directors monthly. The report shall include explanatory notes for any significant variances and the plan for managing pressures to ensure a balanced budget by year-end.

Deficit Control

1. All management staff are responsible to immediately identify to the Executive Director, any circumstance or pressure that may result in a deficit in their respective budget and their plan for managing the pressure to ensure a balanced budget.
2. The Executive Director may convene a meeting of all management staff to determine a cross-program strategy to contain the deficit in the program area and ensure a balanced budget across all operations.

Forms for Use with Procedures

None

Reference Material

None

Additional Review Dates

May 19 2010