



# Finance and Personnel

## Annual Timeline/Workplan

Activity	Last Reviewed	Jan	March	June	Sept	Nov.
Financial Statements Review	Ongoing	Review	Review	Review	Review	Review
Timeline/Workplan	Feb-15	Review				
Mandate	Feb-15	Review				
Four year Budget	Aug-14	Due for review 2018				
Budget Annual Review			Review			
Auditor - motion needed	Dec-15					
Banker	Sep-14					
Salary/Classif. Scale	Jun-13			Review		
Salary Schedule	Nov-15					Review
Board Development Workshop	Dec-15					
<b>Finance Policies</b>						
Accounting Policy	Aug-13			Review		
Backup of Financial Data	Jun-15					
Borrowing Policy	Jun-15					
Capital Assets	Jun-15					
Cheque Signing	Jan-13		Review			
Credit Cards	Nov-14	Due for review 2017				
Expenses	Aug-13			Review		
Fiscal Year	Apr-05	Fixed by legislation				
Purchasing Supplies & Services	Jun-15					
Gifts in Kind policy	Dec-13					Review
Management of System Funds	Jun-15					
Petty Cash	Nov-14	Due for review 2017				
Records Retention	Aug-13			Review		
Relocation of New employees	Jun-15					

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Activity	Last Reviewed	Jan	March	June	Sept	Nov
<b>Personnel Policies:</b>						
Annual Vacation	Aug-13				Review	
Continuing Education Staff	Aug-13				Review	
Continuing Education: Board	Aug-13				Review	
Employee Benefits Package	Dec-13				Review	
Employee Health and Safety	Sep-14	Due for review 2017				
Employee Leave Policies	Nov-14	Due for review 2017				
Grievance Procedures	Dec-13					Review
Holidays	Nov-14	Due for review 2017				
Hours of Work & Overtime	Sep-14	Due for review 2017				
Memberships	Sep-14	Due for review 2017				
Performance Management	Sep-14			Review		
Personal Use of Equipment	Sep-15					
Personnel Files	Sep-15					
Personnel Policy	Nov-15					
Probationary Period	Aug-12		Review			
Salary Increments Policy	Sep-14	Due for review 2017				
Violence & harassment in the workplace	Sep-14	Due for review 2017				
Working Alone	Sep-14	Due for review 2017				

**Last Reviewed: 7 April 2016**

**Last Revised: 7 April 2016**