



# 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-17	Review				
Mandate	Feb-17	Review				
Reserves	Feb-17	Motion				
Four year Budget	Aug-14	New budget				
Budget Annual Review			Review			
Auditor RFP	Sep-17	Due for review 2021				
Banker	Sep-17	Due for review 2020				
Capital/Project Budget	Mar-17		Review			
<b>Finance Policies</b>						
Accounting Policy	Jun-16	Due for review 2019				
Backup of Financial Data	Jun-15			Review		
Borrowing Policy	Jun-15			Review		
Capital Assets	Jun-15			Review		
Cheque Signing	Mar-16	Due for review 2019				
Credit Cards	Sep-17	Due for review 2020				
Expenses	Jun-16	Due for review 2019				
Fiscal Year	Apr-05	Fixed by legislation				
Gifts in Kind policy	Nov-16	Due for review 2019				
Management of System Funds	Jun-15			Review		
Petty Cash	Nov-17	Due for review 2020				
Purchasing Supplies & Services	Jun-15				Review	
Records Retention	Jun-16	Due for review 2019				
Relocation for New Employees	Jun-15				Review	

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<b>Personnel Policies:</b>						
Annual Vacation	Sep-16	Due for review 2019				
Continuing Education Staff	Sep-16	Due for review 2019				
Continuing Education: Board	Sep-16	Due for review 2019				
Employee Benefits Package	Jun-15				Review	
Employee Health and Safety	Nov-17	Due for review 2020				
Employee Leave Policies	Nov-17	Due for review 2020				
Grievance Procedures	Nov-16	Due for review 2019				
Holidays	Nov-17	Due for review 2020				
Hours of Work & Overtime	Nov-17	Due for review 2020				
Memberships	Jun-16	Due for review 2019				
Performance Management	Aug-16	Due for review 2019				
Personal Use of Equipment	Sep-15					Review
Personnel Files	Sep-15					Review
Personnel Policy	Nov-15					Review
New Employee Orientation	Jun-16	Due for review 2019				
Salary Increments Policy	Sep-17	Due for review 2020				
Workplace Violence & Harassment	Jun-17	Due for review 2020				
Working Alone	Jun-17	Due for review 2020				

**Last Reviewed: 5 April 2018**

**Last Revised: 5 April 2018**