

# Finance and Personnel Annual Timeline/Workplan

Activity	Last Reviewed	February	March	June	Sept	Nov.
Financial Statements Review	Ongoing	Review	Review	Review	Review	Review
Timeline/Work Plan	Jan-23	Review				
Mandate	Jan-23	Review				
Reserves	Jan-23	Motion				
Four-year Budget	Jun-22					
Revise Annual Budget	Nov-22				Discuss	Review
Auditor RFP	Jan-22					
Banker	Sep-22					
Capital/Project Budget	Nov-23					Review
Audited Financials	Mar-23		Review			
<b>Finance Policies</b>						
Accounting Policy	Sept-22	Due for review 2025				
Backup of Financial Data	Jan-22	Due for review 2025				
Borrowing Policy	Jun-21			Review		
Capital Assets	Jun-21	Review				
Cheque Signing	Sept-22	Due for review 2025				
Credit Cards	Jun-23	Due for review 2026				
Expenses	Nov-22	Due for review 2025				
Fiscal Year	Apr-05	Fixed by legislation				
Gifts in Kind policy	Jun-22	Due for review 2025				
Management of System Funds	Sept-21		Review			
Petty Cash	Sept-23	Due for Review 2026				
Purchasing Supplies & Services	Sept-21				Review	
Records Retention	Sept-22	Due for review 2025				
Relocation for New Employees	Nov-21					Review

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<b>Personnel Policies:</b>						
Annual Vacation	Mar-22	Review				
Continuing Education Staff	Jan-23	Due for review 2026				
Continuing Education: Board	Jan-23	Due for Review 2026				
Drugs, Alcohol, and Medication	Sept-21		Review			
Employee Benefits Package	Jun-21	Review				
Employee Health and Safety	Jun-23	Due for Review 2026				
Employee Leave Policies	Sept-23	Due for Review 2026				
Grievance Procedures	Mar-22	Due for review 2025				
Holidays	Jun-21				Review	
Hours of Work & Overtime	Jun-21				Review	
Memberships	Jun-22	Due for review 2025				
Performance Management	Sep-23	Due for Review 2026				
Personal Use of Equipment	Jan-23	Due for Review 2026				
Personnel Files	Mar-23	Due for Review 2026				
Personnel Policy	Mar-23	Due for Review 2026				
New Employee Orientation	Jun-23	Due for Review 2026				
Salary Increments Policy	Nov-23	Due for Review 2026				
Workplace Violence & Harassment	Jun-23	Due for Review 2026				
Working Alone	Mar-23	Due for Review 2026				
Working Remotely	Nov-23	Due for Review 2026				

**Last Reviewed: 4 April 2024**

**Last Revised: 4 April 2024**