

Finance and Personnel Annual Timeline/Workplan

Activity	Last Reviewed	Jan	March	June	Sept	Nov.
Financial Statements Review	Ongoing	Review	Review	Review	Review	Review
Timeline/Work Plan	Jan-22	Review				
Mandate	Jan-22	Review				
Reserves	Jan-22	Motion				
Four year Budget	Jun-22		Discuss			
Revise Annual Budget					Discuss	Review
Auditor RFP	Jan-22					
Banker	Sep-22					
Capital/Project Budget	Nov-22					Review
Audited Financials	Mar-22		Review			
Finance Policies						
Accounting Policy	Sept-22	Due for review 2025				
Backup of Financial Data	Jan-22	Due for review 2025				
Borrowing Policy	Jun-21	Due for review 2024				
Capital Assets	Jun-21	Due for review 2024				
Cheque Signing	Sept-22	Due for review 2025				
Credit Cards	Jun-20			Review		
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	Due for review 2024				
Petty Cash	Sept-20				Review	
Purchasing Supplies & Services	Sept-21	Due for review 2024				
Records Retention	Sept-22	Due for review 2025				
Relocation for New Employees	Nov-21	Due for review 2024				

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Personnel Policies:						
Annual Vacation	Mar-22	Due for review 2025				
Continuing Education Staff	Jun-19	Review				
Continuing Education: Board	Jun-19	Review				
Drugs, Alcohol, and Medication	Sept-21	Due for review 2024				
Employee Benefits Package	Jun-21	Due for review 2024				
Employee Health and Safety	Jun-20			Review		
Employee Leave Policies	Sept-20				Review	
Grievance Procedures	Mar-22	Due for review 2025				
Holidays	Jun-21	Due for review 2024				
Hours of Work & Overtime	Jun-21	Due for review 2024				
Memberships	Jun-22	Due for review 2025				
Performance Management	Nov-20					Review
Personal Use of Equipment	Jun-19	Review				
Personnel Files	Jun-19		Review			
Personnel Policy	Jun-19		Review			
New Employee Orientation	Nov-19			Review		
Salary Increments Policy	Nov-20					Review
Workplace Violence & Harassment	Jun-20			Review		
Working Alone	Mar-20		Review			
Working Remotely	Nov-20					Review

Last Reviewed:	6 April 2023
Last Revised:	26 January 2023