



## **FINANCIAL MANAGEMENT AND ACCOUNTING POLICY MANUAL**

**APRIL 2017**

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## **1. GENERAL**

1. Financial Management Policy
2. Financial Year Policy

## **1. FINANCIAL MANAGEMENT POLICY**

### **1. OBJECTIVE**

- 1.1 Aboriginal Tourism of Canada (ATAC) and its Board of Directors (“Board”) aim to provide leadership in the development and marketing of authentic Aboriginal tourism experiences through innovative partnerships and are responsible for the oversight of the activities as outlined in the by-laws of the Corporation, 1 through 22. The material documents outlined in 1 through 22, and including appendices, were duly authorized by the ATAC Board in April 2017.
- 1.2 ATAC purpose is to serve as a corporate entity with the express purpose of improving the socio-economic situation of Aboriginal people through the provisions of economic development, advisory services, conferences professional development, training and workshops, industry statistics and information for Aboriginal tourism operators and communities or those looking to start a cultural tourism business within the 13 regions (10 Provinces & 3 Territories) of Canada.
- 1.3 ATAC maintains that assets under management are best protected when financial matters are dealt with in a professional, accountable, and transparent manner.
- 1.4 The Board, CEO and employees have developed a standard framework for the recording and reporting of all financial transactions and events that affect the finances of ATAC.

### **2. POLICY STATEMENT**

- 2.1 This policy provides the parameters under which all other policies that address the finances of ATAC will be made and interpreted. In the event of any conflict between this policy and any other ATAC policy, this policy shall take precedence.
- 2.2 All ATAC financial transactions shall be recorded, reported, and made in a manner that ensures that:
  - (a) assets are safeguarded, accounted for and controlled;
  - (b) the financial, human and physical assets of ATAC are managed economically and efficiently;
  - (c) Generally Accepted Accounting Principles are adhered to; and the operations of ATAC are carried out in an effective manner.

### **3. DEFINITIONS**

- 3.1 In all financial policies the following terms shall have the respective meanings:
  - (a) Accounting” is a systematic and comprehensive recording of financial transactions pertaining to the organization plus includes the process summarizing, analysing and reporting these transactions.

- (b) “Accounts Payable” is a debt owed to a creditor for goods or services purchased on credit.
- (c) “Accounts Receivable” is an amount receivable from a debtor for goods or services sold on credit.
- (d) “Approval Authority” is an amount designated and approved by the Board to have authority for ATAC.
- (e) "Asset" is a property or economic resource owned, licensed, managed or controlled by ATAC.
- (f) “BODM” is a Board of Directors Motion.
- (g) “Board” refers to the Board of Directors
- (h) “Board Member” means a member of the, Board of Directors,
- (i) "Budget" is a systematic planning for total expenditures of Revenue, Capital and Departmental contributions over a specified time frame.
- (j) “Tendering Representative” the person delegated by ATAC to oversee the tendering process
- (k) “CEO” means the President and Chief Executive Officer of ATAC.
- (l) “Chairperson” means the Chairman of the Board of Directors.
- (m) “Employees” is any staff of ATAC who holds contract and/or is responsible for administration or safe guarding assets
- (n) “Executive” refers to the Executive Committee
- (o) "Expenditures" are payments or disbursements incurred during the fiscal year. For the purposes of this policy expenditures include invoices entered to accounts payable but funds have not been released.
- (p) “FMP” means this Financial Management Policy along with any appendices and amendments approved by the Board.
- (q) "GAAP" means Generally Accepted Accounting Principles which are the broad rules adopted by the accounting profession as guides in measuring, recording, and reporting the financial affairs and activities of an entity.
- (r) “Procurement Contract”- signed offer - for the performance of any work; purchase of any item, commodity, equipment, goods, materials or supplies or the performance of a service of any kind.
- (s) "Revenues" are funds which ATAC expects to receive within a given Fiscal Year whether such funds are actually received or accrued.
- (t) "Signing Authority" is a person designated and approved by the Board to have signing authority for ATAC.
- (u) "Tender" is a response to an RFP or some formal procurement request
- (v) “Treasury Board Rates” means the rates established within the Treasury Board of Canada Secretariat’s Travel Directive as amended from time to time.

#### 4. ROLES AND RESPONSIBILITIES

- 4.1 It is the role of the Board and the CEO to establish a system of control that provides transparency and accountability through adherence to the FMP.
- 4.2 It is the responsibility of the Board, and all employees of ATAC to adhere to the FMP at all times when dealing with financial transactions.

- 4.3 The Board is accountable for the delivery of good governance, and are ultimately accountable for all of ATAC financial obligations. As such the board shall ensure that:
- (a) All financial matters are transparent to ensure that funding partners are receiving value for its money; and
  - (b) CEO administers ATAC's finances in a manner that is consistent with the FMP and with the board's stated goals.
- 4.4 CEO is responsible to ensure the implementation of the FMP including ensuring that:
- (a) procedures are developed to ensure FMP is embedded within divisional operating processes;
  - (b) qualified staff, including the Director of Finance or a designate, are hired to deal with ATAC finances;
  - (c) this policy manual is implemented on a day to day basis by all staff including the Director of Finance;
  - (d) a complete record of all financial transactions is provided in a form suitable for decision making and audit purposes;
  - (e) employees who handle ATAC assets are given proper and consistent direction for the performance of their duties and safeguarding of ATAC assets;
  - (f) ATAC assets are safeguarded and administered in a manner that enables ATAC to meet its financial responsibilities to strengthen the public image of ATAC; and
  - (g) ATAC's financial transactions are conducted in a transparent and accountable manner using commercially reasonable best efforts.
- 4.5 The Director of Finance shall:
- (a) work with the CEO to ensure that procedures that adhere to the FMP are in place;
  - (b) provide financial advice to Board, the CEO, employees and their support;
  - (c) carry out the duties assigned to him/her under this manual;
  - (d) review of all submissions requiring Board approval, to ensure the financial consequences are properly reported;
  - (e) report directly to the CEO;
  - (f) monitors compliance with this Policy within all operations of ATAC; and
  - (g) research accounting best practices; develop and recommend changes to the FMP and supporting systems on an annual basis.
- 4.6 When matters arise which are not addressed by this policy, or another applicable policy, concerning the financial matters of ATAC, the CEO and Director of Finance:
- (a) have the authority to and shall, using their discretion and best financial practices, address such matters in the short term;
  - (b) shall inform Board of their decision; and
  - (c) shall recommend any amendments or additions to policy that may be necessary.

## 5. APPLICATION

- 5.1 The employees and any support staff engaged in financial transactions by and between the ATAC regardless of whether they were, appointed, hired, or contracted shall adhere to this policy at all times.
- 5.2 All contracts and memoranda entered into within ATAC are subject to this policy and adherence with this policy shall be incorporated as a term in such agreements.
- 5.3 If any internal policies, procedures or regulations of are in conflict with the FMP, the terms of this manual shall govern, unless exempted by the board.

## 6. VIOLATIONS

- 6.1 The CEO and Director of Finance shall monitor the operations of the ATAC projects to ensure that the FMP is adhered to.
- 6.2 In the event of a minor violation, the CEO and the Executive shall ensure that remedial action is taken to address the violation.
- 6.3 In the event of a major violation, the Board on the recommendation of the CEO and Director of Finance shall determine what remedial action shall be taken to address the violation.

## 7. AUTHORIZATION

- 7.1 This policy was approved by ATAC Board of Directors meeting held on April 18<sup>th</sup> and are effective immediately. This policy shall take precedence over all previously relied upon financial management policies or processes.
- 7.2 Any alterations or amendments to this policy must be approved by the ATAC Board of Directors.

## **2. FINANCIAL YEAR POLICY**

### 1. PURPOSE

- 1.1 To provide the financial year for ATAC.

### 2. POLICY

- 2.1 ATAC shall operate on a fiscal year beginning on April 1, and ending on March 31. The fiscal year shall be comprised of twelve (12) accounting periods.

## **2. BUDGETS**

1. Budget Development Policy
2. Budget Administration Policy
3. Budget Review Policy

### **1. BUDGET DEVELOPMENT POLICY**

#### **1. PURPOSE**

- 1.1 To provide the parameters under which the annual budgets will be developed.

#### **2. POLICY**

- 2.1 Board shall ensure that a ATAC Five (5) Year Strategic Plan is reviewed, updated and approved on an annual basis.
- 2.2 Board shall ensure that the following documents are approved on an annual basis:
  - (a) Annual Operating Plan and Budget;
  - (b) Annual Capital Plan and Budget;
  - (c) Summary of the Strategic Plan; and
  - (d) Summary of the Annual Budgets.
- 2.3 On an annual basis, the CEO and Director of Finance shall ensure that the documents listed in 2.2 are prepared and presented to the Board no later than the third quarter for review and approval.
- 2.4 Each project of ATAC shall prepare a work plan and budget in accordance with a framework established by the CEO and Director of Finance.
- 2.5 Procedures shall be established and maintained to ensure that budgets and work plans are:
  - (a) Prepared in accordance with the ATAC Five (5) Year Strategic Plan;
  - (b) Consistent with applicable laws;
  - (c) Consistent with the ATAC chart of accounts;
  - (d) Based on plausible assumptions;
  - (e) Internally consistent;
  - (f) Prepared in accordance with ATAC policies;
  - (g) Clearly assigned for preparation; and
  - (h) Completed in a timely manner.

### **2. BUDGET ADMINISTRATION POLICY**

#### **1. PURPOSE**

- 1.1 To provide the parameters under which budgets will be administered throughout the fiscal year.

## 2. POLICY

- 2.1 No fiscal commitment shall be made until the applicable fiscal budget is approved by Board.
- 2.2 Each Department shall maintain records to ensure that approved limits are not exceeded.
- 2.3 All financial records shall be maintained and destroyed in accordance with a Record Management System that will be developed and approved by the Board, and will be consistent with best practises and amended from time to time as necessary.
- 2.4 Any revision to a budget which will result in a detrimental change should be referred to Procurement Policy  
4.0 PURCHASING CRITERIA NO. B: NON-BUDGETED GOODS AND SERVICES UP TO \$50,000 or 5.0 PURCHASING CRITERIA NO. C: GOODS AND SERVICES GREATER THAN \$50,000, accordingly.

## 3. BUDGET REVIEW POLICY

### 1. PURPOSE

- 1.1 To provide the parameters under which budgets will be reviewed throughout the fiscal year.

### 2. GENERAL POLICY

- 2.1 All budgets, including expenditures and variances, shall be documented throughout the year.
- 2.2 CEO and the Director of Finance are responsible to assist individual projects to identify, access, and secure the dollars to meet their budget requirements.
  - (a) If at any point in the year, it becomes apparent that budgets are projected to be overspent the employee shall immediately advise the CEO and Director of Finance;
  - (b) The CEO and Director of Finance will develop a recovery plan immediately and report plans at the next Board meeting.

### 3. MONTHLY REVIEWS

- 3.1 The Director of Finance shall ensure that all budgets, including expenditures and variances, are reviewed on a monthly basis per project.
- 3.2 Director of Finance shall assist any employee or designate in carrying out monthly reviews as requested.
- 3.3 The Director of Finance shall present a monthly update on ATAC's finances to the CEO.

#### 4. YEAR-END REQUIREMENTS

- 4.1 In order to accurately reflect the result of ATAC's operations in its' year-end financial statement it is important that all liabilities existing at the March 31st fiscal year-end for work performed, goods received, services rendered or other items are recorded in the General Ledger and subsidiary ledgers.

### **3. CASH MANAGEMENT**

1. Banking Policy
2. Signing Authorities Policy

#### **1. BANKING POLICY**

##### 1. PURPOSE

- 1.1 To provide the parameters under which all actions related to bank accounts will occur.

##### 2. BANK ACCOUNTS POLICY

- 2.1 All bank accounts that are opened or closed must be report to the Board at the next scheduled meeting.
- 2.2 All bank accounts must be under the exclusive name and ownership of ATAC.
- 2.3 All bank account transactions will require the signature of at least two (2) signing authorities under the Signing Authorities Policy.

##### 3. ACCOUNT REVIEW

- 3.1 The CEO and Director of Finance shall assess the cost and quality of ATAC banking services relative to other banks, and report to Board on the assessment not less than every five years.
- 3.2 Procedures shall be developed for the review of banking services and recommend changes to banking services, bank accounts and signing authorities to Board.

#### **2. SIGNING AUTHORITIES POLICY**

##### 1. PURPOSE

To provide policies and guidelines governing Financial Signing Authority by the Officers, Employees and other designated agents of the ATAC.

Sets out the framework for the delegation of authorities on the recommendation, approval and commitment of all administrative and financial transactions.

##### 2. POLICY

All transactions shall require the involvement of at least two (2) ATAC employees as follows:

- a) The first employee to recommend the transaction;
- b) The second to approve and/or commit ATAC to the transaction in accordance with established authorities and procedures.
- c) At no time shall any employee or officer of ATAC be permitted to act alone and initiate, approve and commit the organization to any administrative or financial transactions except as specifically authorized by the present policy.

### 3. CONFLICT OF INTEREST

- 3.1 No Employee or Officer of the ATAC shall exercise any element of Financial Signing Authority in connection with any transactions and/or payment from which he/she can personally benefit or in respect of which he/she is in direct or indirect conflict of interest.
- 3.2 All such personal and/or conflict of interest should be divulged immediately by the employee or officer to his/her immediate superior who shall take the appropriate action for the protection of both the employee and the organization.

### 4. RESPONSIBILITIES AND ACCOUNTABILITIES

- a) The CEO is responsible and accountable to the Board and shall establish and maintain adequate controls and procedures to ensure that Financial Signing Authorities are made in accordance to established policies, authorities and procedures.
- b) The Director of Finance is responsible and accountable to the CEO and shall ensure that policies, authorities, procedures and controls regarding Financial Signing Authorities are followed by all ATAC officers and employees.
- c) The Board and all employees shall respect in their spirit and their wording these policies, authorities, procedures and controls.

### 5. POSITIONS WITH FINANCIAL SIGNING AUTHORITY

The following positions have Financial Signing Authority and Delegation:

- (a) Chairperson
- (b) Co Chairperson
- (c) Treasurer
- (d) Secretary
- (e) CEO
- (f) Director of Finance

#### 5.1 DELEGATION OF FINANCIAL SIGNING AUTHORITY

Financial Signing Authorities may be delegated to key positions within the ATAC to facilitate the efficient, effective and economic management of its assets, resources and staff.

#### 6. PAYMENT OF COMMITMENTS

(a) ATAC shall pay its accounts payable, payroll and other obligations promptly in accordance to the terms and conditions of its agreed upon commitments, legislations and according to its established procedures.

(b) Expenditures incurred by ATAC shall be paid by cheques drawn from its authorized banks accounts or by electronic means of funds drawn from its authorized banks accounts provided such payments are compliant with this policy.

## **4. ACCOUNTING**

1. Accounting Policy
2. Receipt of Funds Policy
3. Accounts Receivable Policy
4. Accounts Payable Policy

### **1. ACCOUNTING POLICY**

#### 1. PURPOSE

- 1.1 To establish an appropriate accounting system for ATAC.

#### 2. POLICY

- 2.1 The Director of Finance shall ensure that an adequate accounting system is maintained to record all financial transactions. The system shall:
  - (i) utilize the most efficient and cost effective software available;
  - (ii) be maintained on an accrual basis as per GAAP; and
  - (iii) record expenditures in a timely and accurate fashion.

#### 3. GENERAL LEDGER

- 3.1 The general ledger shall be updated at minimum monthly by recording therein the information accumulated in the daily records.

#### 4. CHART OF ACCOUNTS

- 4.1 All accounting shall adhere to GAAP.
- 4.2 A comprehensive and current chart of accounts shall be created and maintained.
- 4.3 Chart of accounts shall be approved by the Director of Finance.

### **2. RECEIPT OF FUNDS POLICY**

#### 1. PURPOSE

- 1.1 To establish the criteria under which ATAC will account for the receipt of funds.

#### 2. POLICY

- 2.1 All monies received shall be accounted for in accordance with this policy.

#### 3. RECEIPT OF FUNDS

- 3.1 Consecutively pre-numbered receipts shall be issued for all cash monies received by ATAC. Receipts shall indicate:
  - (i) The payor;
  - (ii) The date received;
  - (iii) The amount received;
  - (iv) The source; and
  - (v) The reason for the payment.
- 3.2 All monies received shall be kept in a departmental safe until they are deposited to the proper bank account.
- 3.3 All monies received shall be deposited in the bank as soon as is reasonably possible and at no time less frequently than once a week.
- 3.4 ATAC funds shall not be deposited to any individual.

### **3. ACCOUNTS RECEIVABLE POLICY**

#### **1. PURPOSE**

- 1.1 To establish the criteria under which Accounts Receivable will be maintained.

#### **2. POLICY**

- 2.1 All Accounts Receivable shall adhere to this policy.
- 2.2 The Director of Finance shall establish and maintain procedures to ensure that:
  - (i) revenue due to ATAC is recorded and collected on a timely basis; and
  - (ii) no Accounts Receivable will be written off from the records without CEO and Director of Finance approval.
- 2.3 If necessary, the Board will approve funding agreements. Upon approval amounts will be set up as receivable in accordance to the cash flow schedule provided in the agreement.

### **4. ACCOUNTS PAYABLE POLICY**

#### **1. PURPOSE**

- 1.1 To establish the criteria under which Accounts Payable will be maintained.

## 2. POLICY

- 2.1 All Accounts Payable shall adhere to this policy.
- 2.2 The Director of Finance shall establish and maintain procedures to ensure that:
- (i) All utility expenses are processed without approval;
  - (ii) All payables incurred by ATAC shall be recorded and paid on a timely basis;
  - (iii) All payables will be processed in compliance with vendor terms;
  - (iv) Disputed payables are to be reported to the CEO

## **5. PAYROLL**

### 1. Payroll Policy

#### **1. PAYROLL POLICY**

##### 1. PURPOSE

1.1 To provide the criteria that will apply to ATAC payroll.

##### 2. POLICY

2.1 Pay periods shall be consistent and processed every two weeks.

2.2 Payroll remittances shall be approved by the Director of Finance or designate.

2.3 Employees are to ensure that the Director of Finance or their designate are provided with timely and accurate information regarding all payroll or hours worked.

2.4 The Director of Finance shall ensure that procedures are in place to ensure the timely processing of information.

## **6. CONTRACTING**

Employment Contracts- refer to ATAC Human Resources Policy

Tendering Policy- refer to ATAC Procurement Authority Policy

## **7. TRAVEL**

Staff Travel Policy- Refer to ATAC Human Resources Policy

### 1. ATAC Board Travel Policy

#### **1. ATAC BOARD TRAVEL POLICY**

##### 1. PURPOSE

- 1.1 To provide the parameters under which ATAC Board Members will be permitted to travel on ATAC business.

##### 2. POLICY

- 2.1 The intent of this policy is to provide for a traveller's responsible and legitimate expenses that are necessarily incurred in the course of travel on ATAC business. Nothing in this policy is intended to permit any payments that can be construed as income or other compensation to the traveller.

##### 3. APPROVAL

- 3.1 Travel will be approved by the Board.

##### 4. ENFORCEMENT

- 4.1 The Director of Finance shall ensure that no payments are issued for a Board Member's travel unless the following conditions are met:
- (a) the travel was properly authorized;
  - (b) all claims are for reasonable and legitimate expenses; and
  - (c) there is adequate documentation to support all claims.
- 4.2 The Director of Finance shall ensure that any expenses that are not related to ATAC business are deducted from the respective Board Member's expense request.
- 4.3 The Director of Finance shall put into place procedures to ensure that all travel requiring supporting documentation is properly authorized. At a minimum, these procedures shall include the verification of the following:
- (a) That transportation tickets purchased are only for the person, the trip, the mode and the class of transportation authorized;
  - (b) That credit is obtained for any cancelled portions of that trip;
  - (c) That expenses incurred for side trips for personal reasons and/or unauthorized stopovers are not reimbursed;
  - (d) That the time of trip departure and return are reconciled with claims for meals; and
  - (e) That Treasury Board Rates for travel, excluding the private accommodations rate, are adhered to.

## 5. TRAVEL

- 5.1 The Director of Finance shall be responsible for ensuring that the method of travel used for ATAC business is:
- (a) the most economical method of transportation
  - (b) not significantly inconvenient; and
  - (c) in accordance with this policy.
- 5.2 If a Board Member chooses to travel by a different method, class level, or schedule then the most economical one will be paid at the lower rate.
- 5.3 The mileage rates payable shall be in accordance with Treasury Board Rates as amended from time to time.
- 5.4 In addition to the rates payable, a person shall be reimbursed the actual necessary costs incurred for road, ferry, bridge, tunnel tolls, taxi, and parking charges as per submitted receipts.
- 5.6 When the use of a rental vehicle is deemed to be the most economical ATAC shall pay for the cost of the rental, fuel charge, and the cost of insurance paid to vehicle rental agents. Full sized automobiles shall only be rented when the number of passengers to be carried or the bulk or weight of goods to be transported warrants the use of a larger vehicle.

## 6. EXPENSES

- 6.1 Board Members shall be reimbursed the actual and reasonable expenses incurred for commercial accommodation. Board Members shall normally be authorized to stay in establishments which are conveniently located and comfortably equipped. The use of luxury accommodation or upgrades shall not be authorized.
- 6.2 For each night of sleeping accommodation the traveller will be entitled to the equivalent of one day incidental expenses.
- 6.3 A Board Member may request a trip advance to cover his/her expenses for an authorized trip on official business. The amount to be provided shall be based on a reasonable estimate of the total anticipated reimbursable expenses.
- 6.4 A trip advance shall be accounted for with the Director of Finance within fifteen (15) days of the completion of the trip for which the advance was authorized.
- 6.5 There is no objection to persons using their personal credit cards, provided the cost of travel is not increased thereby.

- 6.6 The following "actual and reasonable" expenses shall be reimbursed if they are necessary for ATAC business and supported by vouchers, receipts or other appropriate documents:
- (a) All commercial transportation costs;
  - (b) Overnight accommodation not purchased or provided by ATAC;
  - (c) Food and non-alcoholic beverage;
  - (d) Reasonable costs of hosting business development dinners (including nominal alcohol consumption) while on ATAC official business;
  - (e) Car rentals including insurance coverage;
  - (f) Toll charges;
  - (g) Taxis;
  - (h) Parking charges;
- 6.7 The following expenses, list is not meant to be all inclusive, are not considered reasonable and shall not be reimbursed:
- (a) Additional expenses incurred as a result of personal, choice, error, lateness, or negligence;
  - (b) Additional expenses incurred as a result of individuals other than the Board Member
  - (c) Any business development dinner where alcohol makes up more than 25% of the pre-tax cost;

## **8. CORPORATE CREDIT CARDS**

### 1. Corporate Credit Cards

## **1. CORPORATE CREDIT CARDS**

### 1. PURPOSE

- 1.1 To provide the policy framework under which ATAC corporate credit cards may be utilized for the procurement of all goods and services having a value of less than \$10,000\* or less paid with the use of the Corporate Credit Card.

### 2. POLICY

- 2.1 The Board is delegated the authority to modify the authorized credit card user list.

- 2.2 Procurements of goods and services through the use of the ATAC Corporate Credit Card is subject to the same purchasing levels, restrictions and approvals required as indicated in the Procurement Authority Policy Criteria A to C.

The authorized credit card user list shall be attached to this policy and referred to as Appendix C.

- 2.3 The Director of Finance shall not approve any credit card expenditures that do not fall within the limits of the FMP or the Procurement Policy Criteria A to C.

- 2.4 Only authorized users may use or delegate the use of an ATAC credit card. Any expenses attributed to an unauthorized user will be the responsibility of the authorized user.

- 2.5 All persons authorized to use a corporate credit card shall adhere to the following terms of credit card use:
- (a) Credit Cards must only be used for authorized business expenses;
  - (b) Personal use of the cards is not allowed;
  - (c) All original Credit Card receipts/invoices **MUST** be submitted for payment with approved statement.
  - (d) No "cash advances" are allowed; and
  - (e) Cards that are lost or stolen must be reported immediately to be cancelled.

- 2.6 Before anyone is issued an ATAC credit card, the Director of Finance shall ensure that they agree in writing to abide by this policy and specifically acknowledge the terms of credit card use listed above.

- 2.7 Whenever a staff person submits resignation they cease to be an authorized user and must return their card to the Director of Finance immediately;

- 2.8 If the Director of Finance believes that any individual has violated the terms credit card use and poses an undue liability to ATAC, the Director of Finance shall issue a written notice revoking an individual's credit card. This notice shall:
- (a) indicate the rationale for the action;
  - (b) inform the individual that they have 24 hours to return the card; and
  - (c) notify the individual that they may appeal the DOF's decision to the CEO within 30 days.

## **9. AUDIT**

### **1. EXTERNAL AUDIT POLICY**

#### **1.1 EXTERNAL AUDIT POLICY**

##### **1. PURPOSE**

1.1 To provide the criteria that will apply to the annual external audit.

##### **2. POLICY**

2.1 The CEO shall ensure that an independent audit of ATAC finances is conducted on an annual basis.

2.2 Each project shall ensure that complete, and up to date financial working papers for the previous Fiscal Year are submitted, in duplicate, to the Director of Finance no later than April 30th.

2.3 The auditor shall be selected by the Board through the tendering process every two (2) years or upon reasonable recommendation by the CEO and Director of Finance.

2.4 The audit shall adhere to the following terms:

(a) All projects shall provide the auditor with unencumbered right of access to:

- (i) accounting records;
- (ii) supporting vouchers and documents;
- (iii) minutes of Board of Directors meetings; and
- (iv) information and/or explanation regarding any of the above information that in the opinion of the auditor is necessary to enable them to carry out the audit.

(b) Financial statements shall be prepared on an accrual basis, in accordance with GAAP, and are to consist of:

- (i) Consolidated Balance Sheet, Consolidated Statement of Revenue and Expenditures and Cash Flow Statements for each asset under administration;
- (ii) Schedules reporting the receipt and use of funding;
- (iii) Notes to the Financial Statements

2.5 The consolidated audited financial statements shall be signed by the Board Chairperson and CEO and its acceptance recorded through a BODM.

1.6 The Board with the advice of the CEO and the Director of Finance shall review and implement the recommendations made by the auditors.

## 10. APPENDICES

1. APPENDIX A- Approval Limits
2. APPENDIX B- Cheque Signing Authority
3. APPENDIX C- Corporate Credit Cards

### 1. APPENDIX A: APPROVAL LIMITS

Authority to Approve	NIL To	\$501 To	\$5,001 To	\$15,001 To	\$50,001 And OVER
Delegated Authorities	\$500	\$5,000	\$15,000	\$50,000	
Board	X	X	X	X	X
CEO	X	X	X	X	
Director of Finance	X	X	X		
Employees	X	X			

Authority to Approve	Payroll	Binding Agreements
Delegated Authorities		
Board	Y	Y 3 years +
Executive Members	Y	Y 1-2+ years
CEO	Y	Y 1-2+ years
Director of Finance	Y	Y 1 year
Employee	N	N

### 2. APPENDIX B: CHEQUE SIGNING AUTHORITY

Authorized signatories include the following ATAC members;

- Chairperson of Board of Directors
- Co-Chair of the Board
- Treasurer of the Board
- Secretary of Board
- CEO
- Director of Finance

### 3. APPENDIX C: CORPORATE CREDIT CARDS

TITLE	CARD HOLDER LIMIT	DELEGATED LIMIT
CEO	\$20,000	\$20,000

Director of Finance	\$0	\$15,000
Employees	\$0	\$5,000