



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 RFP	Feb-12	Review				
Banker	Sep-14			Review		
Capital/Project Budget	Jan-15		Review			
Finance Policies						
Accounting Policy	Jun-16					
Backup of Financial Data	Jun-15	Due for review 2018				
Borrowing Policy	Jun-15	Due for review 2018				
Capital Assets	Jun-15	Due for review 2018				
Cheque Signing	Mar-16					
Credit Cards	Nov-14					Review
Expenses	Jun-16					
Fiscal Year	Apr-05	Fixed by legislation				
Purchasing Supplies & Services	Jun-15	Due for review 2018				
Gifts in Kind policy	Nov-16					
Management of System Funds	Jun-15	Due for review 2018				
Petty Cash	Nov-14					Review
Records Retention	Jun-16					
Relocation of New employees	Jun-15	Due for review 2018				

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Personnel Policies:						
Annual Vacation	Sep-16					
Continuing Education Staff	Sep-13					
Continuing Education: Board	Sep-13					
Employee Benefits Package	Dec-13		Review			
Employee Health and Safety	Sep-14		Review			
Employee Leave Policies	Nov-14					Review
Grievance Procedures	Nov-16					
Holidays	Nov-14					Review
Hours of Work & Overtime	Sep-14			Review		
Memberships	Jun-16					
Performance Management	Aug-16					
Personal Use of Equipment	Sep-15	Due for review 2018				
Personnel Files	Sep-15	Due for review 2018				
Personnel Policy	Nov-15	Due for review 2018				
New Employee Orientation	Jun-16					
Salary Increments Policy	Sep-14				Review	
Violence & Harassment in the Workplace	Sep-14			Review		
Working Alone	Sep-14			Review		

Last Reviewed: 6 April 2017

Last Revised: 6 April 2017