

5.3 FINANCIAL STATEMENTS AND REPORTING POLICY

Overview

Regular financial statements and reporting are required to assist the Board of Directors, managers and departments to:

- Make sure that BACI and its departments and programs are financially viable;
- Identify any significant events that have occurred;
- Closely follow the success of reaching short-term and long-term financial goals.

Policy

Where possible, BACI will provide managers with electronic access to financial information relating to their programs. This information will consist of budgets and actual results for the current month and year-to-date. In cases where such persons are unable to electronically access financial information, regular financial statements and reports will be prepared and provided as follows:

Monthly Financial Statements

Monthly financial statements will be prepared for Managers (as appropriate). These statements will consist of the budget and actual results for the current month and year-to-date. The Manager of Finance will review the appropriate financial statements with the Managers and or Executive Director. The review must occur by the 15th day of the following month.

Quarterly Financial Reports

Quarterly financial reports consisting of the budget and actual results for the current quarter and year-to-date will be submitted to the Treasurer for review and presented to the Board of Directors for approval. More frequent reporting will be required when BACI is in significant debt or when there is a significant variance¹ in a program budget. When this occurs, a written explanation about the money difference will be also be a part of the report.

Annual Audited Financial Statement

Annual audited financial statements will be made available to stakeholders through the Annual General Report. The Board of Directors will review and approve the audited statements prior to the release of statements in the Annual General Report.

A significant deficit or variance will be based on the judgment of the Executive Director and Treasurer. However, any variance greater than either \$20,000 (surplus or deficit) per department or 10% of a total department budget will be considered significant.