

## 5.3 FINANCIAL STATEMENTS AND REPORTING POLICY

### Overview

Regular financial statements and reporting are required to assist the Board of Directors, Senior 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 appropriate, 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.

The financial information provided will include the following:

#### **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 Chief Financial Officer (CEO) will review the appropriate financial statements with the Managers and/or CEO. 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 will be provided regularly to the Finance Committee 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 variance<sup>1</sup> in a program budget. When this occurs, a written explanation about the money difference will also be a part of the report.

#### **Annual Audited Financial Statement**

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

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A significant deficit or variance will be based on the judgment of the CEO 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.

## **Linking Policies**

- 1.11 Risk Management Policy
- 1.12 Corporate Responsibility Policy
- 5.1 Financial Governance Policy
- 5.2 Financial Records Policy
- 5.4 Annual Budget Policy
- 5.6 Program Financial Reporting Policy