

5.6 PROGRAM FINANCIAL REPORTING POLICY

Policy

Programs are required to report financial information on a monthly basis.

This information will consist of the following:

- a) Reconciliation of monthly program budget(s)
- b) Mileage claims (submitted as per payroll procedures)
- c) Rent or User Fees
- d) Vehicle Mileage Logs.

Reconciliation must follow the format made available by BACI. All of the above items are to be reported to the Finance Department by their respective reporting dates to ensure timely review.

All bills or invoices received in the programs (e.g. utility, cable, Canadian Springs, credit card statements, etc.) must be submitted as soon as possible to avoid late payment fees.

Linking Policies

- 1.11 Risk Management Policy
- 1.12 Corporate Responsibility Policy
- 5.1 Financial Governance Policy
- 5.2 Financial Records Policy
- 5.3 Financial Statements & Reporting Policy
- 5.4 Annual Budget Policy
- 5.5 Financial Authorization Policy
- 5.7 Program Bank Account Policy
- 5.14 Signing Authority Policy
- 5.15 Capital Expenditures Policy