

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 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.