

SAMPLE FINANCE AND AUDIT COMMITTEE CALENDAR

FAC to review and recommend the following:	Budget	Y/E	Q1	Q2	Q3
	Feb	Jun	Jul	Oct	Jan
Financial Planning					
1. Multi-year Financial Plan	X				
2. Annual Budget	X				
Financial Reporting					
3. Monthly Financial Summary Report					
4. Quarterly Financial Statements			X	X	X
5. Annual Audited Financial Statements		X			
Audit					
6. Auditor's Engagement and Fees				X	
7. External Audit Plan				X	
8. Financial Management System				X	
9. Financial Administration Law				X	
10. FAC Terms of Reference				X	
Risk Management					
11. Risk Assessment and Risk Management Plan	X				
Capital Projects					
12. Annual Capital Project Budget	X				
13. Quarterly Capital Project Update			X	X	X
Other					
13. Annual Report		X			