

DIRECTOR OF FINANCE FAL CALENDAR

	SPRING APR–JUN	SUMMER JUL–SEPT	FALL OCT–DEC	WINTER JAN –MAR	NOTES
GOVERNANCE					
1. Attend all Finance and Audit Committee (FAC) meetings	X	X	X	X	▪ DoF to attend but cannot be a FAC member (so cannot vote)
PLANNING					
2. Prepare draft annual budget and submit to FAC				X	▪ Council to approve before March 31
3. Prepare draft multi-year financial plan and submit to FAC				X	▪ Council to approve before March 31
4. Prepare budget for annual capital plan				X	
5. Prepare budget and maintenance schedule for tangible capital assets				X	▪ Preparation can be delegated but DoF is responsible to ensure this is completed.
REPORTING					
6. Prepare monthly financial reports	X	X	X	X	▪ Council to decide on provision to Council, FAC and/or CAO
7. Prepare quarterly financial statements and submit to FAC	X	X	X	X	▪ FAC to review and recommend quarterly report to Council. Council to approve within 45 days of quarter-end.
8. Prepare annual financial statements and submit to FAC	X				
9. Prepare annual special purpose reports as required, including Schedule of Council Remuneration and Expenses	X				
10. Ensure there is an independent review and approval of monthly bank reconciliations	X	X	X	X	▪ Within 30 days after end of month end
11. Document and report any identified reconciliation irregularities to FAC					▪ Report to FAC as soon as is practicable

DIRECTOR OF FINANCE CALENDAR (CONTINUED)

	SPRING APR-JUN	SUMMER JUL-SEPT	FALL OCT-DEC	WINTER JAN-MAR	NOTES
12. Monitor investments and ensure discrepancies from investment strategy are reported to Council	X	X	X	X	
13. Monitor compliance with debt agreements and report any concerns to FAC					▪ As needed
14. Monitor risks and provide recommendations for risk management				X	
15. Evaluate performance of finance staff				X	
AUDIT					
16. Support completion of audited financial statements	X				▪ Council approval by July 29
17. Review audit findings report and management letter from auditor		X			
LOCAL REVENUE (IF APPLICABLE)					
18. Ensure complete set of records respecting local revenue laws and their administration are maintained					▪ As soon as possible and ongoing
FIRST NATIONS FINANCE AUTHORITY LOAN (IF APPLICABLE)					
19. Ensure complete set of records of all 'other revenues' used to secure FNFA loan are maintained					▪ As soon as possible and ongoing