

COUNCIL FAL CALENDAR

	SPRING APR–JUN	SUMMER JUL–SEPT	FALL OCT–DEC	WINTER JAN –MAR	NOTES
GOVERNANCE					
1. Approve policies to meet requirements of the First Nation's Financial Administrative Law ("FAL")					As soon as possible after FAL is approved
2. Review and assessment of policies	X				Annually
3. Sign Code of Conduct declaration				X	- Immediately when elected; and - Annually thereafter
4. Sign private interest declaration				X	- Immediately when elected; - Annually thereafter; and - As soon as possible in the event of an actual or potential conflict of interest
5. Establish Finance and Audit Committee ("FAC")					Includes approval of FAC terms of reference and documented appointment of Chair and Vice-Chair
PLANNING					
6. Approve annual budget				X	Before March 31
7. Approve any significant changes to the annual budget					As soon as possible
8. Approve 5-year financial plan				X	Before March 31
9. Approve strategic plan			X		To be reviewed on a regular, periodic basis and revised as necessary
10. Approve risk management plan				X	
11. Approve annual life-cycle plan for capital assets				X	
12. Approve annual capital project plan				X	
13. Establish tangible capital asset reserve fund				X	Adequacy of reserve fund should be reviewed annually
14. Approve emergency response plan				X	Emergency response plan to be reviewed annually

COUNCIL FAL CALENDAR (CONTINUED)

	SPRING APR–JUN	SUMMER JUL–SEPT	FALL OCT–DEC	WINTER JAN –MAR	NOTES
15. Approve organizational chart				X	
REPORTING					
16. Review monthly financial information					▪ Council to decide on provision to Council, FAC and/or CAO
17. Approve quarterly financial statements	X	X	X	X	▪ Within 45 days of quarter-end
18. Approve annual special purpose reports, including Schedule of Council Remuneration and Expenses		X			▪ By July 29
19. Approve annual report		X			
20. Publish annual report for citizens		X			▪ By Sept 27 (180 days after fiscal year-end)
21. Evaluate performance of Chief Administrative Officer				X	
AUDIT					
22. Approve audited financial statements		X			▪ By July 29; signed by individuals noted in FAL
23. Ensure citizens have access to the audited financial statements after approval		X			
24. Approve auditor engagement letter and audit plan				X	
25. Review audit findings report and management letter from auditor		X			
LOCAL REVENUE / PROPERTY TAXES (IF APPLICABLE)					
26. Establish separate financial institution account for local revenues					▪ As soon as possible
27. Approve annual budget for local revenue account			X		
28. Approve separate audited financial statements of local revenues (only if >\$400K gross revenues per year)				X	▪ Within 120 days past the reporting year end