

FINANCE AND AUDIT COMMITTEE FAL CALENDAR

	SPRING APR–JUN	SUMMER JUL–SEPT	FALL OCT–DEC	WINTER JAN –MAR	NOTES
GOVERNANCE					
1. Sign Code of Conduct declaration				X	- Upon appointment; and - Annually thereafter
2. Sign FAC eligibility declaration				X	- Upon appointment; and - Annually thereafter
3. Sign private interest declaration					As soon as possible in the event of an actual or potential conflict of interest
PLANNING					
4. Review and recommend to Council annual budget				X	FAC must review before Council approves by March 31
5. Review and recommend to Council multi-year financial plan				X	FAC must review before Council approves by March 31
6. Review and recommend to Council risk management plan				X	
7. Monitor financial risks facing the First Nation and report to Council as needed					Ongoing monitoring and report to Council as soon as possible if needed
8. Review the financial information provided on the life cycle management plan and tangible capital asset register				X	
9. Review and recommend annual capital project budget				X	
FINANCIAL REPORTING					
10. Review monthly financial information					Council to decide on provision to Council, FAC and/or CAO
11. Review and recommend to Council quarterly financial statements	X	X	X	X	FAC must review before Council approval required within 45 days of quarter-end
12. Review and recommend to Council any special purpose reports	X				FAC must review before Council approves by July 29

FINANCE AND AUDIT COMMITTEE FAL CALENDAR (CONTINUED)

	SPRING APR-JUN	SUMMER JUL-SEPT	FALL OCT-DEC	WINTER JAN -MAR	NOTES
13. Review and recommend to Council draft annual financial statements	X				▪ FAC must review before Council approves by July 29
AUDIT					
14. Recommend selection of auditor to Council				X	
15. Review and recommend auditor engagement letter and audit plan to Council				X	
16. Review audit findings report and management letter from auditor		X			
LOCAL REVENUE (IF APPLICABLE)					
17. Review draft annual budget for local revenue account			X		
18. Review separate audited financial report on local revenues (required if >\$400K gross taxation revenue per year)				X	▪ FAC must review before Council can approve within 120 days after the reporting year end