

Missanabie Cree First Nation



Financial Policy & Procedures

Approved by Chief and Council
Date: March 7, 2020

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Dates of Acceptance with Amendment

This policy has been duly accepted with amendments by a quorum of the Missanabie Cree First Nation Council, this, 7 Day, of March 2020, by Motion # #2020.03.07.04.

1. Purpose

- 1.1 The purpose of this Financial Policy is to provide general guidelines for maintaining the accounting system and financial accountability for the Missanabie Cree First Nation only and excludes other legal entities such as the Missanabie Cree Development Corporation and Missanabie Cree Business Corporation.
- 1.2 This policy outlines financial procedures and tendering processes of Missanabie Cree First Nation.
- 1.4 The management of Missanabie Cree First Nation finances is the fiduciary responsibility of the elected leadership and Band Administrator of Missanabie Cree First Nation.
- 1.5 This policy outlines the number of checks and balances which monitors the financial system and to provide guidelines for the decision-making and actions necessary to maintain the financial stability of Missanabie Cree First Nation.
- 1.6 To ensure consistent implementation of the accounting system and provide financial accountability for the Missanabie Cree First Nation, the processes will be adhered to as outlined in the Financial Procedures Manual.
- 1.7 Any suggestions or recommendations to this policy and the procedures in section B should be addressed to the Band Administrator.
- 1.8 Any amendments to this policy in section A shall be approved by the Missanabie Cree First Nation Chief and Council by duly authorized motion.

2. Definitions

Band Administrator

Refers to the employee who is directly responsible to the Missanabie Cree First Nation Chief and Council for managing the overall administration of the First Nation. It also refers to a person who, in the absence of the Band Administrator, has been formally appointed as the Authorized Designate by the Band Administrator.

Band Council Resolution

Refers to an administrative declaration of the Band Council and Chief with respect to a particular matter of a temporary character, e.g. if a Band Chief and Council wished to hire an individual to act as band administrator, or it may be required for legal or financial purposes.

Bank

Refers to the bank that the Missanabie Cree First Nation utilizes for bank services as authorized by the Missanabie Cree First Nation Chief and Council.

Budget

Refers to “a detailed plan showing how monies will be acquired and used over a period of time. The budget includes individual revenue and expenditure budgets for each department, a capital budget, and a cash budget (or cash flow)” (Aboriginal Financial Officers Association 2005).

Cheque Signing Authority

Refers to personnel that have received Cheque Signing Authority through a duly authorized motion of the Missanabie Cree First Nations Chief and Council.

Contracting Authority

A staff person who has been delegated by Chief and Council with the responsibility of tendering capital projects and/or other services on behalf of Missanabie Cree First Nation.

CPIC

A term commonly used to denote a Canadian Criminal Record check and derived from the acronym of the Canadian Police Information Centre.

Finance Department

Consists of the personnel, including the Band Administrator, who are responsible for the proper fiscal management of Missanabie Cree First Nation’s affairs, and adherence to Missanabie Cree First Nation Financial Policy.

Financial Lead

Refers to the employee of Missanabie Cree First Nation who is responsible for receiving and disbursing funds, preparing financial statements, maintaining cash controls, preparing the payroll and personnel administration, purchasing, and maintaining accounts payable. The Financial Lead reports to the Band Administrator.

Missanabie Cree First Nation

Refers interchangeably to the Missanabie Cree First Nation community and the business affairs of the Missanabie Cree First Nation.

Missanabie Cree Administrative Office

Refers to the coordinating office that manages the affairs of the Missanabie Cree First Nation.

Missanabie Cree First Nation Chief and Council

Refers to the community elected officials of the Missanabie Cree First Nation.

Monthly Unaudited Financial Statement

Refers to financial documents prepared after the receipt of the monthly cancelled cheques and after the completion of the Monthly Bank Reconciliation Statements, usually, but not necessarily midway through the next month. These statements are unaudited until the completion of the auditor's review at year-end.

Proposed Budget

Refers to an annual budget submitted by a program lead to the Band Administrator which outlines the proposed spending for their program(s) in the coming fiscal year.

Program Lead

Refers to an employee who is responsible for the co-ordination and management of one or more specified programs, services, or projects within the administration.

Purchase Order

Refers to the legal document with a financial number that is produced when all steps have been completed and authorized for a specific purchase.

Signing Authority

Refers to persons who have been formally designated as having signing authority under this policy. For legal contracts this would be the responsibility of the Chief and Councillors. Approval of expenses and purchases would be the responsibility of the Band Administrator.

Tender

A formal offer to undertake a job or supply goods

Section A Financial Policy

3. Administrative

- 3.1 The Missanabie Cree First Nation Administration Office currently operates under accrual basis accounting mechanism and adheres to the Generally Accepted Accounting Principles (GAAP) and Public Sector Auditing and Accounting where applicable if the section is relevant to the community of the First Nation.
- 3.2 All financial records: Year-end Ledgers, Financial Statements, Audits, Purchase Orders, Invoices, Payroll, Receipts, Disbursements; are to be kept for a period of six years plus current operating year.
- 3.3 To ensure fiscal responsibility, the Missanabie Cree First Nation Chief and Council shall ensure that the Financial Lead and the Band Administrator are bonded.
- 3.4 Missanabie Cree First Nation Chief and Council shall ensure that the First Nation obtains a reasonably prudent amount of loss and liability insurance to protect the First Nation and its assets, e.g., vehicle, flood insurance, theft, fire.

4. Proposed Budgets

- 4.1 All programs/services within the fiscal responsibility and management of the Missanabie Cree First Nation Chief and Council shall include annual proposed budgets.
- 4.2 The proposed budgets are the responsibility of the Program Lead. All Program Leads must submit their budget to the Band Administrator before the beginning of the fiscal year.
- 4.3 When projects develop during the fiscal year, the Program Lead must ensure that the Finance Department is notified when the figures are expected. They must submit proposed budgets to the Band Administrator as soon as there is knowledge of the budget and the amounts.
- 4.4 The proposed budgets must be approved by the Missanabie Cree First Nation Chief and Council.
- 4.5 All budgets must be monitored and adhered to throughout the fiscal year by the Finance Department and the responsible Program Lead.
- 4.6 The Missanabie Cree First Nation Chief and Council may ratify motions for expenditures that alter the approved budget. The Band Administrator or Program Lead should inform the Finance Department of the ratified motion. A signing authority can authorize all revenue changes that increase a budget.
- 4.7 Budget line items may be transferred within the budget by the Program Lead, after consultation with the Financial Lead and the Band Administrator. Program guidelines must be adhered to.
- 4.8 It is the responsibility of the Program Leads to ensure that there are sufficient funds available to maintain the programs/services. Any expected deficiencies must be reported to the Missanabie Cree First Nation Chief and Council for direction or assistance. Budgets and General Ledger listings shall be made available to the Program Lead upon request.

5. Financial Statements

- 5.1 Monthly Unaudited Financial Statements are to be completed and presented to the Missanabie Cree First Nation Chief and Council for review and acknowledgement.
- 5.2 Copies of Monthly Unaudited Financial Statements will be sent by the Financial Lead to the Band Administrator for review and comments. Program Leads are to receive a copy of the Monthly Unaudited Financial Statements and General Ledger pertinent to their program.

- 5.3 It is the responsibility of the Band Administrator and the Program Leads to review these reports and notify the Finance Department of any discrepancies in a timely manner.
- 5.4 All financial statements submitted to funding agencies must have a Signing Authority's signature and all financial reports must be filed with the related Program Lead.

6. Audit

- 6.1 Missanabie Cree First Nation Chief and Council must select an auditing firm through the Missanabie Cree First Nation tendering process. Once selected, Missanabie Cree First Nation Chief and Council may continue to appoint the auditing firm annually through duly ratified motion. Should Missanabie Cree First Nation Chief and Council want to change the previously appointed auditing firm they must do so through the Missanabie Cree First Nation tendering process.
- 6.2 Program Leads shall complete their financial reporting requirements for their individual programs on or before the end of the fiscal year, March 31.
- 6.3 The completed audit and management letter will be sent to the Missanabie Cree First Nation Chief and Council for final approval by Missanabie Cree First Nation Chief and Council.
- 6.4 The Missanabie Cree First Nation Chief and Council, the Finance Department, and Program Leads will work with the auditors in the process of completing the audit of Missanabie Cree First Nation finances.
- 6.5 The auditing firm will do a presentation to the Missanabie Cree First Nation Chief and Council and membership of the annual audit with assistance from the Finance Department.
- 6.6 The audit will cover the fiscal year of April 1 to March 31, inclusive.

7. Purchases

- 7.1 The Missanabie Cree First Nation Chief and Council shall authorize, by Band Council Resolution, a maximum amount of spending authority to the Band Administrator.
- 7.2 Purchases exceeding any authorized level amounts must receive approval by the Missanabie Cree First Nation Chief and Council. Purchases that have received the required approval may be processed for payment provided that the payments are consistent with project approval.
- 7.3 All purchases must be requisitioned whenever possible through a Purchase Order. All large requisitions must be authorized by the Band Administrator.
- 7.4 Items that are recurring recognized monthly expenditures such as hydro, telephone, insurance payments, WCB, EI, Pension, leases, contracts and projects approved by the Missanabie Cree First Nation Chief and Council will be processed through the Finance Department, thereby not requiring a Purchase Order.

8. Credit Cards

- 8.1 Employees/officials may utilize their own personal credit cards for the recording of their expenditures while on Missanabie Cree First Nation business. However, an original receipt of the expenditure must be presented instead of the credit card statement. Claims will not be honoured if original receipt is not provided.
- 8.2 "Corporate" credit cards in the name of the Chief and in the name of each member of Council may be obtained with the support of Missanabie Cree First Nation. Credit card limits will be defined in the contracts provided by Missanabie Cree First Nation and the Credit Card Company or bank. The First Nation will be responsible only for travel and expenses related to Missanabie Cree First Nation business.

- 8.3 Any reward points programs accrued using corporate credits cards must be used for the benefit of Missanabie Cree First Nation. *Not for personal use*
- 8.4 “Corporate” credit cards in the name of the Chief and in the name of each member of Council are only to be used for Missanabie Cree First Nation Business, not to be used for personal gain.
- 8.5 If a “corporate” credit card is being misused by a holder of an Missanabie Cree First Nation credit card, the Band Administrator may revoke the credit card, and ask for the return of the Missanabie Cree First Nation credit card.

9. Cheques

- 9.1 Through a band council resolution, cheque signing authority shall be delegated to four Missanabie Cree First Nation personnel, the Band Administrator, the Financial Lead, and two other full-time staff members.
- 9.2 All cheques from all bank accounts held by Missanabie Cree First Nation shall be issued with two signatures from authorized personnel who have cheque signing authority. All cheques must be signed by the Band Administrator, except in accordance with Section 7.2 (SIGNING OWN CHEQUE) of the Missanabie Cree First Nation Financial Procedures Manual.
- 9.3 All cheques are to be numbered and all numbers must be accounted for.
- 9.4 If a cheque is reported lost, stolen, or destroyed, a “Stop Payment” is to be issued. Stale-dated cheques will be reviewed monthly. The Finance Department will contact the responsible Program Lead to clarify why it has not been cashed.
- 9.5 No cheque will be processed without accompanying documentation verifying expenditure. For payment of invoices and to issue advances to purchase supplies for specific amounts, a Cheque Requisition Form (Figure 1, Forms) must be filled out. The Form must be approved by the Band Administrator before a cheque is issued.
- 9.6 The Band Administrator may delegate the Financial Lead to proceed with the production of cheques for payment of invoices, or payroll. The Band Administrator has the responsibility to review and give final approval before payment is released.
- 9.7 The process of issuing cheques as Electronic Funds Transfers shall be conducted according to standard financial practices.

10. Bank Accounts

- 10.1 All Bank Accounts shall be opened and/or closed through a motion by Chief and Band Council.
- 10.2 As part of their fiduciary responsibilities, the Chief and Council are responsible for the securing of loans and lines of credit through a Band Council Resolution.

11. Capital Expenditures and Assets

- 11.1 Capital expenditures such as major equipment purchases, leases, leasehold improvements, purchase of property or other acquisition, and improvement of real property shall be approved by a Band Council Resolution of Chief and Council.
- 11.2 Major Capital Expenditures:
 - 11.2.1 Major capital expenditures or projects over \$1,000,000 must have the approval of the Band membership.
 - 11.2.2 Band Council and Chief must inform the membership as to what is being built or purchased, the total cost, all of the sources of funding and the amounts from each source.

- 11.2.3 The Chief and Band Council must hold a vote of members, before proceeding to spend the funds. Fifty-one percent (51%) of the votes cast is required for approval to proceed with the expenditure.
- 11.3 For assets, amounts exceeding \$2,500 per unit will be classified as capital expenditures. This process will ensure the establishment of an inventory list. The Financial Lead will record purchases exceeding \$2,500 for inclusion on inventory list.
- 11.4 Program Leads are responsible for ensuring all assets which are capitalized are listed on the Inventory Asset List including serial number, model number and location.
- 11.5 The Inventory Asset List is an inventory of all physical assets of the Missanabie Cree First Nation and shall be kept current by each department. The inventory shall be verified, updated, and provided to the Band Administrator on or before March 31st in each year.
- 11.6 The Inventory Asset list must be presented to the auditor for annual review.
- 11.7 No equipment or other physical asset acquired may be disposed of or sold at or over \$1,500 without prior approval from Chief and Council. Disposal of asset under \$1500 shall be the responsibility of the Band Administrator or delegate.
- 11.8 Liquidation of equipment or other physical assets over \$100,000 must have the approval of the Band membership.

12. Quarterly Financial Reviews

- 12.1 All departments and program leads shall prepare and present a quarterly cash-flow forecast to the Band Administrator.
- 12.2 Chief and Council shall appoint a Finance Committee.
 - 12.2.1 The Finance Committee shall include a member of Chief and Council, the Missanabie Cree First Nation Financial Lead, the Band Administrator, and two members of Missanabie Cree First Nation.
 - 12.2.2 The Finance Committee shall seek the advice of an auditor or an accountant as needed.
- 12.3 The Finance Committee shall conduct a quarterly review of cash flow forecasts from all departments and program leads.
- 12.4 The Finance Committee shall present quarterly cash-flow forecasts to the Chief and Council for their review.
- 12.5 Should a deficit arise; the Finance Committee shall work to develop a plan to manage the deficit.
 - 12.5.1 Chief and Council shall review and approve the deficit management plan.
 - 12.5.2 The Finance Committee shall provide reports to Chief and Council as to the progress of the deficit management plan.

13. Invitation to Tender

- 13.1 An invitation to tender must be extended by the Contracting Authority and three tenders should be received when possible, before any contract is awarded.
- 13.2 The invitation to tender, either by advertisement, poster or invitation must indicate:
 - The date and hour of closing; sufficient details from which comparable bids can be made;
 - The date, hour and place tenders will be opened, which shall not be less than ten business days; and if a security deposit is required.

13. Security Deposit

The Chief and Council may require a security deposit of 10% of the total value of the contract from the tenderers.

14. Receipt of Tenders

- 14.1 All tenders shall be returned to the department which called for the tender in a sealed envelope, addressed to the contraction sub fund at the Missanabie Cree First Nation Administration Office, clearly marked "Tender for..." on the lower left hand corner and the date and time of receipt shall be recorded and initialed by the receiver on the unopened envelope of the tender when received.
- 14.2 Upon receipt, the sealed tenders shall be deposited in a safe place until the time for the opening of bids.

15. Recording of Tenders

- 15.1 At the appointed time when all tenders are opened it shall be the duty of the Band Administrator and/or Contracting Authority to read aloud all tenders, giving the name of tenderer and the amount of the bid.
- 15.2 The name of the tenderer, project, date of bid and amount shown must be recorded in a book provided for this purpose and marked "Record of Tenders."

16. Review and Acceptance of Tenders

- 16.1 At the next General Finance meeting or any other meeting of the Chief and Council, the Band Administrator shall place before Chief and Council all tenders received and any recommendations from the department and it shall be the responsibility of Chief and Council to review the tenders in excess of \$10,000.00 and award the contract.
- 16.2 The lowest tender received shall be accepted unless the Chief and Council deem it is in the best interest of the community to do otherwise.
- 16.3 Where the lowest tender is not accepted, a quorum vote of the Chief and Council is required before awarding the contract, and the reasons shall be recorded on the resolution awarding the contract.
- 16.4 Upon acceptance of a tender, a binding contract shall be signed by both parties and shall become part of the records of the appropriate department.

17. Awarding of Contracts

- 17.1 Awarding of contracts shall be by resolution or by recorded and approved motion of the Chief and Council.
- 17.0 Holdbacks
- 17.1 Where progress payments are to be made in connection with any contract, the Finance Director shall hold back an amount equivalent to 10% of each progress payment until the job has been completed to the satisfaction of the contracting authority or their engineer.

18. Travel

- 18.1 This section of the financial procedures applies to the employees, appointees, and elected officials of the Missanabie Cree First Nation and is intended to provide sufficient transportation and accommodation allowances for employees, elected officials, delegates, or appointees travelling for business purposes on behalf of the Missanabie Cree First Nation.

- 18.2 All business travel of employees must be authorized by the Band Administrator.
- 18.3 Funding must be identified within the applicable program before travel is approved or initiated. Upon return, a written report from staff must be submitted to the Band Administrator.
- 18.4 All travel expense claims must be outlined on a Travel Allowance Form (See Missanabie Cree First Nation Financial Procedures Manual) and be authorized by the Band Administrator before reimbursing an employee, elected official, delegate, or appointee.

19. Travel Advances

- 19.1 A travel advance may be issued before an employee, elected official, delegate, or appointee departs.
- 19.2 Upon return from the designated business trip, an expense claim must be completed immediately.
- 19.3 If a travel advance was issued, and one or more receipts have been lost, the individual and Band Administrator must sign and submit a Declaration of Incurred Expenses form Not Accompanied by a Receipt.
- 19.4 Submitted expense receipts are to be submitted to the Financial Lead and to the appropriate department.
- 19.5 Any unexpended or unused funds are to be reimbursed to Missanabie Cree First Nation.
- 19.6 An employee, elected official, delegate, or appointee shall be allotted thirty Canadian dollars (\$30.00) without tip for travel via taxi or limousine airport service when travelling by air to their destination (accommodations, home, or work); submission of receipts to the Financial Lead are not required. Additional receipts are required for reimbursement beyond the allotted amount of thirty Canadian dollars (\$30.00); (see Missanabie Cree First Nation Financial Procedures Manual, Travel Allowance Form).

20. Travel Expenses

- 20.1 An employee, elected official, delegate or appointee shall be reimbursed for transportation, accommodations, meals and incidental expenses (See Missanabie Cree First Nation Financial Procedures Manual, Travel Allowance Form) incurred for an authorized business trip.
- 20.2 Personal Expenses, such as phone calls, movies, and room service will not be covered under any accommodations that are paid for by Missanabie Cree First Nation. These expenses are the responsibility of the employee/official. If these unauthorized expenses are charged to the hotel room, the employee/official must reimburse these expenses to Missanabie Cree First Nation.
- 20.3 Employees/officials should select most economical and practical means of travel and accommodations. Whenever possible, employees/officials are recommended to travel in one car to and from meetings.
- 20.4 All travel expense claims must be authorized by the Band Administrator.
- 20.5 Employees/Officials whose expenses are covered by Missanabie Cree First Nation shall be entitled, without receipts, to:
- Breakfast
 - Lunch
 - Supper
 - Incidentals

- 20.6 Employees/Officials must claim their travel expenses from Missanabie Cree First Nation. If their travel expenses are covered by another organization, their organization's policy must be followed. (See Section 4.7 for budget line items)
- 20.7 When an employee or official travels on behalf of the Missanabie Cree First Nation and another agency is reimbursing Missanabie Cree First Nation for their expenses, the employee or official must check with the Finance Department of the outside organization for a detailed breakdown of what they will reimburse Missanabie Cree First Nation for and what receipts are required.
- 20.8 Any points from a rewards program accredited through First Nation business transactions will be used towards First Nation future business. Use of all accredited points shall be determined by the Administrative Office.
- 20.9 If a person whose air travel expenses are paid for by the First Nation, and that person is bumped because of overbooking, the person is entitled to retain for their own use any vouchers which are provided to the passenger as compensation for their time and inconvenience.

21. Local Travel

- 21.1 During the course of business it is understood that employees must incur local travel expenses using their own vehicle. Employees must fill out a Mileage Sheet (See Financial Procedures Manual) and submit to the Band Administrator for reimbursement.
- 21.2 Employees will be reimbursed for local travel at the current rate as stated in the Travel Allowance Form (See Missanabie Cree First Nation Financial Procedures Manual).
- 21.3 Employees who use their own vehicles must have proof of insurance.

22. Travel Time

- 22.1 Where possible, reasonable travel time will be determined by the Band Administrator for band business or meetings and should occur during working hours.

23. Breach of Financial Policy

- 23.1. Any breach of the Financial Policy shall be dealt with under Section 12 of the Missanabie Cree First Nation Administration Code (employees) and the Chief and Council Policy (elected officials).

24. Confidentiality

- 24.1. All employees and elected leadership shall maintain confidentiality of financial information.

24. Disclosure of Information

- 24.1 Missanabie Cree First Nation is financially accountable to its membership and shall provide Missanabie Cree First Nation membership access to the financial statements of Missanabie Cree First Nation.
- 24.2 Upon written request to the Band Administrator, the following documents will be made available during regular office hours, for viewing by any member of Missanabie Cree First Nation:
 - a. The annual budget.
 - b. Quarterly financial statements.
 - c. The external audit.

- d. Any agreements or funding arrangements with the federal or provincial governments or with any other agency providing funding to the Missanabie Cree First Nation.
 - e. Any multi-year financial plan including the planned level of debt financing.
 - f. Any annual program reports or evaluations prepared with respect to community services.
 - g. Any criteria, policies, procedures or guidelines developed in accordance with this code.
- 24.3 The Band Administrator shall respond to the member within ten (10) working days from the date the request is received.
- 24.4 The Band Administrator shall advise the member in writing:
- a. Whether or not the member is entitled to have the financial record or part of the record disclosed to them.
 - b. If access to the financial record or part of the record is refused, reasons for the refusal.
- 24.5 If the member is entitled to have the financial record disclosed to them and it cannot be reasonably reproduced, the member must be permitted to examine the financial record at the Missanabie Cree First Nation administrative office during regular business hours of any business day.
- 24.6 The Band Administrator may refuse to disclose to a member financial information which:
- a. Contains legal opinions which are subject to client/solicitor privilege.
 - b. Contains other privileged documents which could reasonably expect to reveal information received in confidence from a government, First Nation, corporation, or harm the conduct of negotiations relating to Aboriginal rights or treaties.
- 24.7 Due to privacy issues, the Band Administrator shall not disclose the personal information of a band member, including personal financial information.
- 24.8 Financial information may be shared between departments only if the information required is to ensure the employee is complying with all the eligibility requirements of their program.

Section B Financial Procedures Manual

1. Purpose

- 1.1 The purpose of the Financial Procedures Manual is to ensure consistent implementation of the accounting system and provide financial accountability for the Missanabie Cree First Nation.
- 1.3 This section outlines financial procedures and tendering processes of Missanabie Cree First Nation.
- 1.2 Procedures ensure a fair, open, and transparent process of purchasing goods and services with the financial resources of the First Nation and in accordance with the Missanabie Cree First Nation Administration Code and the fiduciary responsibilities of Missanabie Cree First Nation Chief and Council.
- 1.4 Any suggestions or procedure recommendations should be addressed to the Band Administrator.
- 1.5 Amendments to Section B of the Procedures Manual shall be approved by the Missanabie Cree First Nation Band Administrator.

2. Receipt of Funds

- 2.1 Person(s) responsible for opening the mail shall record the amount of the cheque and the payee in the incoming mail register and forwarded to the Financial Lead for recording and depositing. The cheque, money orders, etc. will be stamped "FOR DEPOSIT ONLY" by the Financial Lead.
- 2.2 Only the Financial Lead may receive cash, cheques, etc. The Financial Lead will record the transaction in a receipt book.
- 2.3 All cheques, cash, etc. will be placed in a locked drawer in the Finance Department Office. Access to the cash drawer is limited to the Financial Lead responsible for the daily financial intake.
- 2.4 Upon receipt of funds (either cash, cheque, money order, etc.), a pre-numbered receipt will be completed in duplicate form. The receipt will depict all information, date received, amount received, from whom received, for what reason/purpose, person accepting the funds, and in the case that interest is comprised within the payment, the receipt must state the amount of principal and interest separately.
- 2.5 The receipt will be retained as a permanent record and utilized for cross-referencing purposes for the deposit book. An original copy of the receipt will be given or sent to the payer only when a receipt is requested.
- 2.6 All funds (cash, cheque, money order, etc.) received will be recorded in a deposit book. All precautions are to be taken to safeguard funds received by either locking or depositing into the bank.
- 2.7 Direct Deposits and Electronic Funds Transfers will be recorded in the General Ledger.
- 2.8 The information from the receipt book will be recorded in the General Ledger and will be utilized to cross-reference amounts from the deposit receipts with the bank deposit book.
- 2.9 All receipt books must be placed in the cash drawer and must be locked at the end of each day.
- 2.10 Payers sending non-sufficient fund (NSF) cheques to the First Nation will be charged an administration fee that will be established by a Missanabie Cree First Nation Council motion.

3. Bank Deposits

- 3.1 Bank deposits are to be made at least once a week or as necessary as determined by the Financial Lead.
- 3.2 All deposits must be recorded in the deposit book utilized by the Missanabie Cree First Nation Administrative Office and cross-referenced with the Accounts Receivable Records by the Financial Lead.
- 3.3 The Bank Deposits must be reconciled to the Accounts Receivable Receipts and the sub-ledger balanced to the General Ledger by the Financial Lead.
- 3.4 All deposit records are to be reviewed by the Band Administrator with the Monthly Bank Reconciliations.

4. Bank Reconciliations

- 4.1 Monthly Bank Reconciliation Statements on all accounts are to be completed and presented to the Band Administrator for review and initials (Bank Reconciliation form, Figure 2.).

5. Standing Purchase Orders & Merchandise Accounts

- 5.1 The Band Administrator will sign off on purchases after confirming with the Financial Lead that funds are available in the appropriate budget.
- 5.2 An original of the Purchase Order will be sent to the Program Manager and the Financial Lead will retain the copy for filing and recording purposes.
- 5.3 New companies are to be informed that our office operates on a standing purchase order system.
- 5.4 Monthly transactions and smaller purchases which may include hydro invoices, Revenue Canada Remittances, pre-authorized payments, utility transactions, statutory payments, office supplies etc., will use a standing purchase orders or may open an account with a retailer. Signing for receipt of an invoice is required by personnel as designated by the Band Administrator.

6. Invoices

- 6.1 Payment of invoices will be disbursed by the Finance Department. Payment will be disbursed as received on an as needed basis.
- 6.2 Before payment of an invoice, the Purchase Order and Packing Slip should be reviewed to ensure proper approval and signature is on the appropriate documents and that goods were received in good condition.
- 6.3 Any variance between Purchase Orders and the amount of the actual invoice received will require the Program Manager and the Band Administrator to sanction the new expenditure, by way of signature on the invoice. This does not include unforeseen costs, such as taxes, freight charges.
- 6.4 Invoices and Expense Claims must be authorized and submitted to the Finance Department for payment. All required fields must be filled in before submission.

7. Payroll

- 7.1 Employees are to be paid on a regular basis as determined by their employee contract. Employee pay stubs shall provide an account of deductions, hours, pay period and amount for each employee.

- 7.2 Any employee with signing authority shall not sign as a signing authority for their own payroll cheque, or any Missanabie Cree First Nation cheque issued in their name.
- 7.3 The payroll records and personnel records will be maintained by the Finance Department outlining the breakdown of the deductions, hours, pay period and amount.
- 7.4 Overtime will be paid in accordance with the Missanabie Cree First Nation Employment Policy.
- 7.5 Unless approved by the Band Administrator, personal loans are not permitted. In the event of an emergency situation, staff may receive advances in the amount of their next paycheck. This amount will be deducted from the following week's pay.

8. Petty Cash

- 8.1 A petty cash fund is established by motion of the Missanabie Cree First Nation Council to facilitate the paying of small incidental expenses.
- 8.2 The Missanabie Cree First Nation Council shall establish the amount to be kept in petty cash and the designate employee responsible for the administration and control of petty cash and petty cash vouchers.
- 8.3 Employees shall complete a voucher for each disbursement made, which shall include the payee, date, program to be charged, amount, item, and purpose. The payee shall also sign the voucher.
- 8.4 All receipts must be returned to Finance Department specifying date, amount, item, and purpose. Information may be further elaborated on the receipt or on a requisition form.
- 8.5 The Finance Department will be responsible for the accounting and for the replenishing of the petty cash fund. Petty cash is accounted for through the use of a Petty Cash Voucher (Sample form, Figure 3.).
- 8.6 All receipts shall be submitted for reimbursement by March 31st of each year for auditing purposes.

9. Credit Cards

- 9.1 Missanabie Cree First Nation credit card(s) may be issued to employees/officials through a motion by the Missanabie Cree First Nation Chief and Council and will be strictly used for authorized First Nation business.
- 9.2 Credit card usage will follow the provisions as outlined in Section 8 of the Missanabie Cree First Nation Financial Policy.

10. Forms

- 10.1 All forms used for financial purposes are subject to change with approval of the Band Administrator.

Figure 1. Cheque Requisition Form

| | |
|---|--|
| <p><u>CHEQUE REQUISITION FORM</u></p> <p> <input type="checkbox"/> MISSANABIE CREE FIRST NATION <input type="checkbox"/> MISSANABIE CREE DEVELOPMENT CORPORATION <input type="checkbox"/> RAMA CASINO <input type="checkbox"/> ISLAND VIEW CAMP <input type="checkbox"/> PAY TAH PUN FUND-RAISING GROUP </p> | <div style="border: 1px solid black; padding: 5px; min-height: 30px;"> APPROVED BY: </div> |
|---|--|

PAYABLE TO: _____ DATE: _____

CHEQUE# _____ RE: _____

| PARTICULARS | ACCT# | DEPT# | AMOUNT |
|---|-------|-------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| CODE#8 @ 100% OF HST | 151 | | |
| CODE#1 @ 100% OF HST | 156 | | |
| <u>PSB</u> * 50% OF 5/13 (GST PORTION OF HST) | 161 | | |
| <u>PSB</u> * 82% OF 8/13 (PST PORTION OF HST) | 160 | | |
| <u>INPUT</u> @ 100% OF HST (OPERATING/TRAVEL) | 21 | | |
| <u>INPUT</u> @ 50% OF HST (MEALS/MTG/ENTER) | 20 | | |
| TOTAL | | | \$ |

PLEASE READ AND SIGN THE FOLLOWING AGREEMENT

I, _____, receive this monetary advance with the understanding that I have ten (10) working days in which to complete the transaction and turn in the acquired receipts to the accounting department. Any difference in the advance given and the actual expense must be paid back immediately. If the expense is more than the advancement, and it is a bonafide expense, I will be reimbursed the difference. Any outstanding expenses not dealt with at the end of the ten (10) working day period will be automatically become the responsibility of me, the advancement recipient, and will be charged to an Account Receivable which must be paid within thirty (30) days.

I have read the above and agree to all conditions as outlined: _____
Signature

Figure 2. Bank Reconciliation

BANK RECONCILIATION

FOR MONTH OF: _____

ACCT NAME: _____

BANK ACCT #: _____

BANK STATEMENT BALANCE \$ _____

LESS: O/S CHEQUES \$ (_____)

ADD O/S DEPOSITS \$ _____

MISC ADJUSTMENTS: \$ _____

MISC ADJUSTMENTS: \$ _____

ADJUSTED BANK BALANCE: \$ _____

GENERAL LEDGER/ACCT#10 \$ _____

GENERAL LEDGER/ACCT# _____ \$ _____

TOTAL GENERAL LEDGER BALANCE: \$ _____

LINE OF CREDIT USED TO DATE: \$ _____

TOTAL LOC ACCESSIBLE: \$ _____

BALANCE AVAILABLE @ MONTH END: \$ _____

Figure 3. Petty Cash Voucher


| PETTY CASH VOUCHER DÉBOURSEMENTS | |
|---|---------------------------------------|
| No. <u>695</u> | |
| Date _____ | |
| Amount Somme _____ | |
| Tax Taxe _____ | |
| For Pour _____ | |
| _____ | |
| _____ | |
| _____ | |
| Charge Débitez _____ | |
| Cash given by Somme versée par _____ | |
| To À _____ | |
| | SIGNATURE |
|  Blueline A1603B | Made in Mexico Fabriqué au Mexique |

Figure 4. Declaration of Incurred Expense Not Accompanied by a Receipt



Missanabie Cree First Nation

174 B Hwy 17B
Garden River
Ontario
P6A 6Z1

Phone: (705)-254-2702
Fax: (705)-254-3292
Email mcfn@on.aibn.com
www.missanabiecree.com

DECLARATION OF INCURRED EXPENSE NOT ACCOMPANIED BY A RECEIPT

This form **must be** filled out by the person who incurred any costs that are not accompanied by a receipt. The expense must be directly related to an **approved and signed requisition** for duties on behalf of **Missanabie Cree First Nation** or any other branch/arm of Missanabie Cree First Nation.

A separate form must be filled out for each claim not substantiated by a receipt

DECLARATION

I _____ HAVE INCURRED A COST IN THE AMOUNT OF \$ _____

ON (DATE) _____ PAYABLE TO _____

FOR _____ AND THE PURPOSE/TRAVEL BEING ON BEHALF OF
(EVENT) _____

FOR WHICH I HAVE NO RECEIPT SUPPORTING THIS CLAIM. THE ORIGINAL WAS
LOST, MISPLACED OR DESTROYED.

**HOWEVER, IN THE EVENT THAT I AM ABLE TO RECOVER IT, I WILL SUBMIT
SAID RECEIPT TO MISSANABIE CREE FIRST NATION PROMPTLY.**

SIGNATURE: _____ DATE: _____

**NB: The information contained herein will/may be
tracked for audit purposes only**

**NB: There will be NO REFUND of over-expenditure due
to the above named person until such time as the
ORIGINAL RECEIPT has been received by Missanabie
Cree First Nation**

| |
|---|
| <p>APPROVED</p> <p>_____</p> <p>DATE _____</p> <p>ACCT# _____</p> <p>DEPT# _____</p> |
|---|

Figure 5. Travel Allowance Form

MISSANABIE CREE FIRST NATION

TRAVEL ALLOWANCE FORM

☐ MCFN
☐ MCDC
☐ RAMA
☐ JSVW
☐ PAYTAYPUN

Approved by:

NAME: _____ DATE: _____

MEETING DESCRIPTION: _____

MEETING LOCATION: _____

MEETING DATES: TO: _____ FROM: _____

TRAVEL DATES: TO: _____ FROM: _____

CHEQUE # _____ ACCT.# _____ DEPT# _____

| DATE: | | | | | | | | | |
|---|---------|-----|------|-----|------|-----|--------------|-----|-------|
| ITEM | MISC | MON | TUES | WED | THUR | FRI | SAT | SUN | TOTAL |
| BREAKFAST | 15.60 | | | | | | | | \$ - |
| LUNCH | 14.85 | | | | | | | | - |
| SUPPER | 40.85 | | | | | | | | - |
| INCIDENTALS | 17.30 | | | | | | | | - |
| AIRFARE | RECEIPT | | | | | | | | - |
| BUS/TRAIN | RECEIPT | | | | | | | | - |
| TAXI/LIMO | RECEIPT | | | | | | | | - |
| PARKING | RECEIPT | | | | | | | | - |
| ACCOMODATION | RECEIPT | | | | | | | | - |
| PER-DIEM | | | | | | | | | - |
| HONORARIUM | | | | | | | | | - |
| REIMBURSE WAGE | | | | | | | | | - |
| AIRPORT TAX | RECEIPT | | | | | | | | - |
| OTHER | RECEIPT | | | | | | | | - |
| OTHER | RECEIPT | | | | | | | | - |
| OWN VEHICLE (INCLUDES GAS ALLOWANCE) - # of KM -> | | | | | | | x 54.5 cents | | - |
| TOTAL | | | | | | | | \$ | - |

☐ VEHICLE RENTAL _____

☐ TO BE REIMBURSED _____

☐ OTHER INFO _____

All expenses incurred, which require a receipt, must be turned in to the accounting department within ten (10) working days of travel. Any outstanding expenses not dealt with at the end of that period will automatically become the responsibility of the advance recipient and will be charged to an account receivable which must be paid within 30 days.

Recipient Signature: _____

