



<b>Chapter:</b>	<b>Managerial</b>	<b>Date Approved:</b>	January 2014
<b>Subject:</b>	Financial Management		

<b>Policy</b>	<p>This policy has been developed to guide the New Vision Family Health Team (NVFHT) in the management of its financial resources at all levels of the organizations. NVFHT is funded by The Ministry of Health, and shall plan to budget, and to use Generally Accepted Accounting Principles (GAAP), in their accounting to meet specified ministry financial requirements (see below).</p>
<b>Procedure</b>	<p><b>Budgeting</b></p> <ul style="list-style-type: none"> <li>• The Executive Director (ED) will be responsible for the preparation of the budget for the NVFHT in accordance with Ministry of Health policies and procedures.</li> <li>• The proposed budget of the NVFHT will be approved by the Board of the NVFHT prior to its presentation to the Ministry.</li> <li>• The ED will prepare annual budget for the NVFHT that accurately estimates the operating costs of the NVFHT including human resources, overhead and capital expenditures.</li> <li>• The ED will provide the Board with a business plan for funding capital expenditures on an annual basis.</li> <li>• NVFHT will prepare an annual operating budget as part of the annual operating plan that outlines the fiscal year.</li> <li>• The Ministry must approve in writing any significant changes as shown in the Expenditure budget prior to implementation as per terms and conditions agreement.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• The ED will provide the Board with quarterly reports on the operating budget for the NVFHT.</li> <li>• The Ministry of Health requires the submission of quarterly financial reports and yearly audited financial statements.</li> </ul>

***Operations***

- The ED will establish financial management systems that include the establishments of bank accounts, payment of invoices, payroll system and a financial reporting system with a chart of accounts that meets the expectations of the Ministry of Health.
- The ED shall ensure all invoices are paid within 30 days.
- The ED shall monitor the financial management and reporting system of the NVFHT and ensure that the system meets all common accepted financial standards.

***Finance Committee***

- The NVFHT will form a Finance Committee. The committee will meet on a monthly basis.

***Approvals***

- The ED may approve all expenditures and payments with the approved budget of the NVFHT up to a maximum of \$5000.
- Expenditures in excess of \$5000 must be approved in advance by the Board.

***Signing Officers***

- The Board will designate two signing officers for all payments made by the NVFHT.

***Audit***

- The ED will arrange for an annual audit of the financial records of NVFHT in accordance with the Ministry of Health agreement.