

 <p style="text-align: center;"><i>North York</i> Family Health Team</p> <p style="text-align: center;">FINANCE COMMITTEE</p>	<p>Policy Number: FNC – 10</p>
	<p>Approval Date: April 2009</p>
	<p>Date Reviewed: April 2015</p>
<p>SECTION: Finance Policies</p>	
<p>SUBJECT: Leasehold Improvements & Amortization to Leased Space</p>	

A. Policy

The North York Family Health Team (NYFHT) has a commitment and responsibility to remain accountable for all leasehold improvement expenditures made by the organization. The NYFHT will capitalize all repairs and improvements to a leased property if the repair or improvement costs more than \$1500 and is expected to improve and extend the useful life of the property and result in substantial change to the leased property.

Capitalized leasehold improvements will be amortized over the life span of the item or the remaining lease term whichever is shorter.

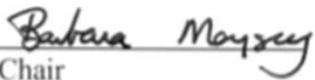
Repairs or improvements to a leased property in amounts of \$1500 or less will be expensed in that period.

B. Procedure

In addition to this policy and procedure, all leasehold improvements must be made in accordance with any requirements and obligations of particular funding agreements specific to the Ministry of Health and Long-Term Care.

1. Leasehold Improvement expenditures will be made following the guidelines in the approved *Purchasing* and *Signatures and Authorization Policies* ;
2. During a fiscal year (April 1st to March 31st), if required, a Leasehold Improvement Budget will be developed by the Executive Director for approval by the Board and as recommended by the Finance Committee.
3. An amortization schedule of all Leasehold Improvements will be prepared at least annually for the audited financial statements.
4. All leased property commitments will be disclosed in the audited financial statements.

5. At year end, the Finance Manager will review the net book value of Leasehold Improvements to assess if a write-down is required. Any write-down will reported to the Executive Director and the Finance/Audit Committee



B. Moysey, Chair

Policy review, Grant Thronton, January 2016