

POLICY

To maintain appropriate financial accountability, all accounting and financial procedures and controls at the College shall consistently comply with those acceptable and standard accounting principles and practices that are established by the Canadian Institute of Chartered Accountants and as modified by the Canadian Association of University Business Officers.

GUIDELINES

Adequate monitoring mechanisms and controls to safeguard the use of College resources will be established/maintained by the Director, Administrative Services including the following:

1. Banking Arrangements

- 1.1 All Bank Accounts established as operating accounts shall be approved by Board resolution.
- 1.2 All Bank Accounts established as trust accounts shall be approved by the President.
- 1.3 All cheques and other negotiable instruments except Self Pay Order cheques issued by the College shall bear signatures of:
 - the Chair, Board of Governors; or
 - the President; or
 - a Vice-President; and
 - the Director, Administrative Services or
 - the Manager, Financial Services (or in his/her absence, the Supervisor, Accounting).

2. Delegated Authorities

All delegated authorities will be monitored by the Manager, Financial Services in accordance with Approval Authority Guidelines.

3. Accounting Functions and Financial Reporting

- 3.1 All accounting functions necessary to support the College operations shall be established/maintained by the Manager, Financial Services, including Accounts Payable services, Accounts Receivable services, Payroll services and Financial Reporting services. Service bureaus may be used for the provision of services, where it is cost effective, to do so.
- 3.2 A chart of accounts shall be developed/maintained to ensure that complete and useful information is available to internal and external users.
- 3.3 Regular financial reporting shall be provided to the Board of Governors and internal users accurately reflecting the financial position of the College or individual units.

4. Investments

- 4.1 The College shall invest endowment and other restricted funds, as well as operating and capital funds not immediately required to meet short-term obligations, on a pooled basis to realize optimum returns without assuming risks that are inappropriate for a publicly funded educational institution. All investments must be in accordance with the *College Act*. Cash and fund management practices shall maximize funds available for investment.
- 4.2 Subject to the approval of the Board of Governors, the College may enter into an agreement with the Yukon Territorial Government to retain its Department of Finance to act as an agent of Yukon College for the investment of funds. In such cases, all Yukon Territorial Government investment regulations shall apply to College investments.
- 4.3 The College shall not invest money in any form other than
- securities that are obligations of or guaranteed by Canada or a Province; and
 - fixed deposits, notes, certificates, and other short-term paper of, or guaranteed by, a bank listed in Schedule A to the *Bank Act (Canada)*, which may include swapped deposit transactions in U.S. currency.

5. Borrowing

- 5.1 The Board shall seek explicit approval of the Minister to borrow money, except for normal overdraft provisions and credit card provisions.
- 5.2 Temporary overdraft provisions exceeding \$500,000 shall require prior approval of the President.
- 5.3 Issuance of credit cards to Board members or College officers shall be subject to Board approval and limits shall not exceed \$5,000.
- 5.4 Calling cards shall be approved by the Director, Administrative Services.

6. Bad Debts

- All write-offs of inventory or bad debts shall be carefully reviewed for potential recoveries and be subject to the following approvals:
- Under \$1,000 - Director, Administrative Services,
 - \$1,001 to \$10,000 - President,
 - Over \$10,000 - Board of Governors.

7. Budgeting

- 7.1 All units in the College shall prepare annual budget estimates and after approved allocations, the final detailed budgets.
- 7.2 Manager, Financial Services shall provide advice and assistance in the development/maintenance of the budget process and in the actual budget preparation.
- 7.3 Manager, Financial Services shall load the completed budgets into the financial system and provide regular budget status reports to budget managers.

8. Travel

Manager, Financial Services shall monitor all staff travel in accordance with the Staff Travel - Operational Procedures attached as Appendix 8.

9. Petty Cash

9.1 The Director, Administrative Services may establish, subject to the approval of the President, imprest petty cash funds, not exceeding \$750.00 at any campus or campus location based on demonstrated need and volume of transactions.

9.2 Petty cash funds will be subject to unannounced audits.

9.3 Petty cash funds may be used to reimburse expenses, not exceeding \$100.00, for local travel, parking, city fares, small purchases, approved entertainment expenses, meals and such other expenses and reimbursement. Claims for any single expenditure item exceeding \$10.00 shall be supported by valid receipts.

9.4 Petty cash funds shall not be used for:

- personal expenditures;
- cashing of personal cheques;
- payment of overtime or any wages for employees on regular payroll;
- advances for any purpose; and
- payment of course/conference/seminar registration.

10. Self-Pay Purchase Orders (SPO's)

10.1 To minimize the paperwork related to small purchases, self-pay orders may be used

- for cash purchase of operating supplies of under \$500.00;
- to purchase rush requirements;
- to purchase from vendors with whom the College does not have an account; and
- for one-time purchases (e.g., books).

10.2 Self-pay Orders (SPO's), may be

- used for any purchases of supplies, under \$500.00, within Canada;
- mailed for prepayment of purchase orders (under \$500.00) within Canada if exact value of the order (including freight, handling, etc.) are determined;
- used for the payment of one-time casual wages; and
- used to purchase bank drafts or money-orders (under \$500.00 Canadian) for payment to suppliers.

10.3 SPO's shall not be used, without prior approval from the Director, Administrative Services, or the Manager, Financial Services for

- payment of orders in excess of \$500.00;
- payment of invoices or statements of account from vendors for items purchased previously;
- the purchase of any capital items;
- purchases in a foreign currency, except through the use of SPO's to purchase foreign currency drafts;
- payment of expense claims by staff;

- payment of travel; and
- generally for the payment of invoices.

BOARD GOVERNING POLICIES

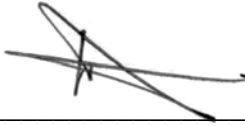
Board Policies as outlined in the Board Policy Handbook

Yukon College Strategic Plan 2008-2013

GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

PROCEDURES

AUTHORIZATION

Approved by President _____  (signature)

On _____ March 2, 2012 _____ (date).

B. FORM (attached)