

SUBJECT: Financial Reporting	POLICY NO: INT-31	LAST REVIEWED: February 2021
APPROVED BY: Executive Board	MANAGED BY: Director of Finance	NEXT REVIEW: February 2023

SUMMARY

Policy Statement

BCITSA strives to provide students, employees, and management with timely, accurate, and transparent financial documents on a regular basis. In doing so, BCITSA allows and encourages every individual involved with the finances of BCITSA to make informed financial decisions.

Purpose of This Policy

The purpose of this Policy is to:

- Comply with all applicable financial legislation.
- Enforce effective and transparent reporting practices.
- Protect the assets of BCITSA through consistent and accessible financial reporting.
- Ensure that all necessary financial information and reports are available and accessible to the appropriate managers of BCITSA in a timely and consistent manner.
- Ensure that students have the opportunity and are encouraged to engage in the budgeting process.

Application of This Policy

This Policy applies to all full-time and part-time employees, Executives, and Council.

Related Documents and Legislation

N/A

Forms Associated With This Policy

N/A

Amendment History

- Created [DATE]
- Amended [DATE]

DEFINITIONS

Accounting Department

The Accounting Department is the department within the BCITSA whose main responsibility is to manage the cash operations and accounting of BCITSA.

DUTIES AND RESPONSIBILITIES

Director of Finance

The Director of Finance is ultimately responsible for interpretation and enforcement of this Policy.

Finance Committee

The Finance Committee is responsible for reviewing monthly financial statements as per this Policy.

VP Finance and Administration

The VP Finance and Administration is responsible for providing all necessary financial information to the Council in a timely fashion.

POLICY

1. Monthly Financial Statements

1.1. Preparation and Reconciliation

- a.** The Director of Finance shall prepare a set of financial statements within three weeks of the end of every month.
- b.** The Accounting Department shall reconcile all cash and financial statements to the General Ledger at the end of every month.
- c.** The Director of Finance shall review all completed financial statement reconciliations.
- d.** The Vice President Finance and Administration shall review and have final sign off on all Audited financial statements.

1.2. Monthly Reviews

- a. Financial statements shall be reviewed by both the Finance Committee and the Director of Finance on a monthly basis.
- b. The following information shall be included in the report:
 - i. An associational income statement, balance sheet, and a statement of cash flows.
 - ii. An income statement by operation or department.
 - iii. A comparison of actual expenses and revenue for the month, year to date, last year’s month, and the last year-to-date with the associated budget for each time frame.
 - iv. A review of the activity for the month in each area.
 - v. An assessment of any abnormalities.
 - vi. A design and implementation plan of any required corrective actions.

1.3. Financial Forecasting

- a. The Director of Finance, in conjunction with the Accounting Department, shall review and forecast an income statement, balance sheet and a statement of cash flows to the end of the fiscal year every February.
- b. The forecast shall reflect the financial performance of the current year, as well as historical performance for the previous two years.
- c. The forecast shall include any recommended corrective actions that are deemed necessary by the Director of Finance.
- d. The forecast shall use estimates that are both reasonable and conservative in nature.

PROCEDURE

N/A