



Financial Policy Change Summary Sheet – 2024/2025

Policy	Changes	Reviewed	Approved	Next Review Date
F-10 – Annual Audit	Review in 2024	Jan. 2021		
F-20 – Banking	Review in 2024	Jan. 2021		
F-30 – Budget Preparation	Review in 2024	Jan. 2021		
F-32 – Capitalization Threshold	No changes	Jan. 12, 2024		January 2027
F-40 – Contracts & Leases	Review in 2024	Nov. 2021	Nov. 2021	
F-45 – Corporate Credit Cards	No changes	Jan. 12, 2024		January 2027
F-50 – Designated Donations	No changes made	Nov. 13, 2023	Nov. 13, 2023	Nov. 2026
F-60 – Donation Receipts	No changes made	Nov. 13, 2023	Nov. 13, 2023	Nov. 2026
F-70 – Donor Recognition	New Policy created	Nov. 13, 2023	Nov. 24, 2023	Nov. 2026
F-75 – Equipment Disposal	Added more information around IT disposal. Review every 2 years.	May 2022	May 2022	May 2024
F-80 – Fee Schedule	No Changes	Jan. 12, 2024		January 2025
F-90 – Fees Held in Trust	Review in 2024	March 2021		
F-100 – Financial Reporting	No changes	January 12, 2024		January 2027
F-110 – Insurance	Review in 2024	Jan. 2021		
F-120 – Investments	No changes	Jan. 12, 2024		January 2025
F-125 – Lottery Activities	No changes made	Nov. 13, 2023	Nov. 13, 2023	Nov. 2026
F-130 – Outstanding Accounts	Added timelines, 30, 60, 90 days. Review every 3 years	May 2022	May 2022	May 2025
F-140 – Petty Cash	No changes – review every 3 years.	May 2022	May 2022	May 2025
F-160 – Capital Purchasing	Review in 2024	Nov. 2021	Nov. 2021	
F-165 – Record Retention	No changes recommended	Nov. 2022	Nov. 2022	November 2025
F-170 – Reimbursements	Minor wording changes	Nov. 2022	Nov. 2022	November 2025
F-190 – Use of Agency Property	No changes made	Nov. 13, 2023	Nov. 13, 2023	November 2026
F-200 – Gift Acceptance	Minor wording changes	January 2023	January 2023	January 2026