



|   | <i>Review Q1</i> | <i>Review Q2</i> | <i>Approve Budget</i> | <i>Review Q3</i> | <i>Approve Audited Statements/Review Q4</i> |
|---|------------------|------------------|-----------------------|------------------|---|
| COMMUNITY CARE NORTHUMBERLAND<br>COMMITTEE WORK PLAN      FINANCE<br>Sept 2024 to June 2025 | Sept. 13/24      | Nov. 15/24       | Jan. 10/25            | Feb. 07/25       | TBD - Late May, Early June                  |
| <b>1. BUDGET PLANNING</b>   |                  |                  |                       |                  |   |
| 1.1 MSAA Refresh Process  |                  | X                |                       |                  |   |
| 1.2 Budgets Approved & Review Budget Preparation Policy F-30                                |                  |                  |                       | X                |   |
| 1.3 Review Fee Schedule & Fee Schedule Policy - F-80  |                  |                  | X                     |                  |   |
| 1.4 Capital Asset Plan  |                  | X                |                       |                  |   |
| <b>2. PERFORMANCE MEASURES</b>  |                  |                  |                       |                  |   |
| 2.1 Review Quarterly Financial Performance  | X                | X                |                       | X                | X   |
| 2.2 Review Performance Indicators   | X                | X                |                       | X                | X   |
| 2.3 Review MSAA Declaration of Compliance   |                  |                  |                       |                  | X   |
| <b>3. DONATIONS &amp; BEQUESTS, INVESTMENTS</b>   |                  |                  |                       |                  |   |
| 3.1 Review Inventory of Investments & Investment Policy F-120                               |                  |                  | X                     |                  |   |
| 3.2 Review & Submission of Foundation Funding Request                                       |                  |                  |                       | X                |   |
| <b>4. INTERNAL CONTROLS/RISK MANAGEMENT</b>   |                  |                  |                       |                  |   |
| 4.1 Quarterly reporting of Government Remittances   | X                | X                |                       | X                | X   |
| 4.2 Insurance Review & Review of Insurance Policy F-110                                     |                  |                  |                       |                  | X   |
| 4.3 Risk Register Report & Update   |                  |                  |                       | X                |   |
| 4.4 Cash Flow   | X                | X                | X                     | X                | X   |
| <b>5. AUDIT</b>   |                  |                  |                       |                  |   |
| 5.1 Auditor's Engagement & Review Annual Audit Policy F-10                                  |                  |                  |                       | X                |   |
| 5.2 Review Audited Financial Statements   |                  |                  |                       |                  | X   |
| <b>6. OTHER</b>   |                  |                  |                       |                  |   |
| 6.1 Approve Committee Workplan and Goals  | X                |                  | X                     |                  |   |
| 6.2 Review Terms of Reference   | X                |                  |                       |                  |   |
| 6.3 Review of Financial Policies  | X                | X                | X                     | X                |   |
| 6.4 Member Orientation & Review   |                  |                  |                       |                  | Completed in October 2023                   |
| 6.5 CCN/CMH Admin Management Agreement Evaluation - 2024-2027                               |                  | X                |                       |                  |   |

**Regular Finance Committee begin at 9:00 am**