



	<i>Review Q1</i>	<i>Review Q2</i>	<i>Approve Budget</i>	<i>Review Q3</i>	<i>Approve Audited Statements/Review Q4</i>
<b>COMMUNITY CARE NORTHUMBERLAND FINANCE COMMITTEE WORK PLAN      Sept 2024 to June 2025</b>	<b>Sept. 13/24</b>	<b>Nov. 1/24</b>	<b>Jan. 10/25</b>	<b>Feb. 07/25</b>	<b>TBD - Late May, Early June</b>
<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		
<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 HIROC Risk Register Report & Update			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				
6.2 Review of Workplan	X		X		
6.3 Review Terms of Reference	X				
6.4 Review of Financial Policies	X	X	X	X	
6.5 Member Orientation & Review					Completed in October 2023
6.6 CCN/CMH Admin Management Agreement Evaluation - 2024		X			

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