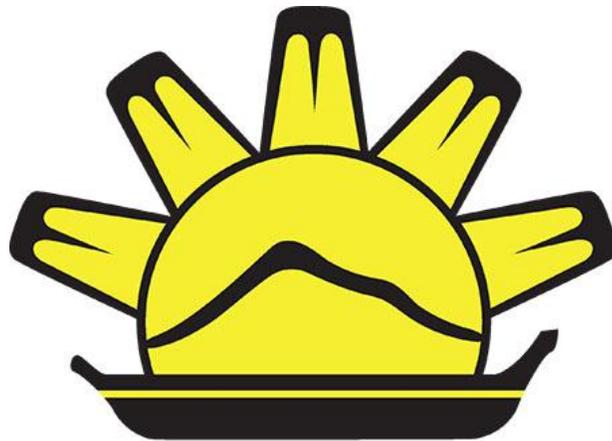


| Statement of Policy and Procedure | |
|-----------------------------------|---------------|
| BCR # | FAL 2015-06 |
| Issue/Effective Date | July 21, 2015 |

Malahat Nation

**Policies, Procedures and Directions
Policy**

Approved by Council on July 20, 2015



Malahat

1. Policy

It is Council's policy to create, revise, and issue policies and procedures that reflect the Malahat Nation's accepted practices as well as meet law and regulatory requirements that affect the Malahat Nation's financial administration processes.

2. Purpose

The purpose of this policy is to ensure that there is a standardized method of preparation, review, issuance, maintenance and revision of all policies and procedures in relation to the Malahat Nation's financial management system.

3. Scope

This policy and procedure applies to the Council, committees of Council and all employees and any other persons with authority to conduct activities in connection with the financial administration of the Malahat Nation.

4. Definitions

"PSAS" means Public Sector Accounting Standards established and issued by the Public Sector Accounting Board, as amended or replaced from time to time.

5. Responsibilities

All persons affected by this policy are required to understand and comply with the policies and procedures appropriate to their responsibility and interaction.

Any employee or department (document initiator) can recommend a policy and procedure.

(1) Council is responsible for the final approval of new, revised or rescinded policies and procedures.

(2) Finance and Audit Committee is responsible for:

- (a) making recommendations to Council for the issuance, revision or rescission of any policy and procedure document;
- (b) ensuring policy and procedure documents being reviewed are neither contradictory to the Malahat Nation's Financial Administration Law nor inconsistent with PSAS;
- (c) conducting an assessment for each significant function or activity of the Malahat Nation's financial administration to determine if a policy and procedure document is required (e.g. policies and procedures that ensure the control and safeguarding of all the assets of the Malahat Nation);
- (d) conducting an assessment of the Malahat Nation's Financial Administration Law to determine the policies or procedures required by the Law.

(3) The Chief Executive Officer is responsible for:

- (a) reviewing all policy and procedure document requests and submitting the document to the Finance and Audit Committee for review and a recommendation to Council for approval where the Chief Executive Officer supports the request;
- (b) determining if the policy and procedure document request needs to be referred to a subject matter expert for additional review;
- (c) determining if the policy and procedure document needs cross functional review from other departments within the Malahat Nation;
- (d) ensuring that the current list of policy and procedures are made available to all affected persons.

(4) The Director of Finance is responsible for:

- (a) maintaining a comprehensive list and repository of all existing policies and procedure documents;
- (b) ensuring proposed or revised policy and procedure documents are in the standardized format;
- (c) ensuring proposed or revised policy and procedure documents incorporate the requirements of the Nation's laws and regulatory requirements;
- (d) monitoring the policy and procedure document through the draft, approval, and issuance process;
- (e) serving as the policy and procedure document sponsor and providing the initial approval to the document initiator to proceed with creating a proposed document, revising an existing document or rescinding an existing policy; and
- (f) ensuring that existing policy and procedures are kept current by reviewing periodically, at least every 2 years.

(5) The document initiator is responsible for:

- (a) preparing a draft policy and procedure document (for new policies) in accordance with the standardized format established by this policy;
- (b) revising an issued policy and procedure document in accordance with the standardized format;
- (c) preparing a written request to rescind an outdated or inaccurate policy and procedure document;
- (d) submitting all policy and procedure document requests to the Director of Finance or delegated authority for review and recommendation of approval.

6. Procedures

Policy Creation

- (1) The document initiator creating the policy and procedure should be the process owner or a subject area expert.
- (2) Any employee or department may recommend a policy but in the first instance, the Director of Finance will create a list of all policies and procedures required by the Nation's financial administration law or required to adequately and effectively manage and control the financial management system and to safeguard the Nation's assets. The Director of Finance will then assign the responsibility of document initiator to a process owner or subject area expert for policies and procedures that do not exist or require revision.
- (3) The Director of Finance and the document initiator will agree on appropriate content (iterative reviews if necessary) keeping within the following format for the policy;
 - (a) **Policy** – clear statement that indicates the protocol or rule affecting the specific area
 - (b) **Purpose** – The reason or rationale underlying the policy and procedure
 - (c) **Scope** – The areas, functions, individuals, or departments affected by the policy
 - (d) **Definitions** – Any specialized terms that are not otherwise defined
 - (e) **Responsibilities** – Describes who, using generic titles or positions, is responsible for implementing or maintaining the policy and procedure
 - (f) **Procedures** – Describes the steps, details, or methods to be used to implement and maintain the policy and procedures
 - (g) **References** (optional) – List of applicable documents, policies , laws and regulations
 - (h) **Attachments** (optional) - forms, reports, or records that are generated from the policy
- (4) The Director of Finance will submit final draft policy and procedure documents to the Chief Executive Officer for review and recommendation for submission to the Finance and Audit Committee.
- (5) The Finance and Audit Committee will review the draft policy and procedure documents and may recommend them, with or without amendments, to Council for final approval.
- (6) Each policy and procedure document presented to Council for approval will include a list of the persons affected by the policy and a documented record of the Finance and Audit Committee's review and recommendation.

Policy Revision

- (1) The document initiator may recommend the revision of an issued policy and procedure following steps under "Policy Creation".

- (2) Periodically, but at least every two years the Director of Finance will review issued policies and procedures or will request process owners to validate existing policy and procedures for accuracy.

Policy Rescission

- (1) A process owner may request the rescission of an issued policy and procedure, if the policy is outdated or inaccurate and approval is obtained from the Chief Executive Officer and Director of Finance.
- (2) The request to formally rescind an issued policy should be documented and provide the details of why the policy should be rescinded.

Policy Approval

- (1) Once approved by Council, a new or revised policy must be communicated and accessible to the all affected departments and persons.

Policy Maintenance

- (1) At least every two years, all issued policy and procedures documents will be reviewed for completeness, accuracy, and relevancy and revised or rescinded accordingly.

7. References and Related Authorities

- (1) FMB's Financial Management System Standards
 - (a) Standard 9.0 Policies, procedures and directions
- (2) FMB's Financial Administration Law Standards
 - (a) Standard 8.3 Policies, procedures and directions

8. Attachments

None