

TO: Chair and Members of the Finance and Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2014 May 1

FINANCE POLICIES REVIEW: REPORT 1 OF 3

Recommendation

It is recommended that the Finance and Facilities Committee:

- 1. Endorse the Financial Signing Authority policy as appended to Report No. 024-14FFC re: “Finance Policies Review: Report 1 of 3” and recommend that the Board of Health approve this policy; and*
- 2. Receive for information the policies on Moving Expenses, Corporate Credit Cards and Petty Cash as appended to Report No. 024-14FFC re: “Finance Policies Review: Report 1 of 3.”*

Key Points

- The 2013 PwC review recommended MLHU update its finance policies.
- In consultation with PwC, Finance reviewed these policies to ensure they reflect industry best practice.
- Managers and the Senior Leadership Team reviewed these policies to ensure that they are both fiscally responsible and operationally feasible.

Background

Finance and Facilities Committee (FFC) endorsed a process at the March 2014 to address a key recommendation of PricewaterhouseCoopers (PwC) to ensure MLHU’s financial policies and practices align with industry best-practice. The Provincial broader public sector guidelines are used as a benchmark (see [Report No. 017-14FFC](#)) where appropriate. As per the endorsed process, this report, the first of three, summarizes revisions to the following policies: Appendix A

- Financial Signing Authority
- Corporate Credit Cards
- Moving Expenses
- Petty Cash

The Financial Signing Authority policy requires Board of Health approval. Major changes to the policies will be highlighted in a presentation to FFC.

Next Steps

With input from FFC, these policies will go to the Board of Health for review or approval as appropriate. Implementation, including staff and manager training, will occur over Q2 and Q3. Additional finance policies will be brought to the Finance and Facilities Committee for review and endorsement at the June and July meetings.

This report was prepared by Mr. Ross Graham, Manager of Strategic Projects and Mr. John Millson, Director of Finance and Operations.



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