



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2014 July 3

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## FINANCE POLICIES REVIEW: REPORT 2 OF 3

### **Recommendation**

*It is recommended that the Finance & Facilities Committee review and recommend that the Board of Health approve the Out of Town Travel Expenses, Tangible Capital Assets, Use of Personal Vehicle, Donation Acceptance, Grant Applications and Agreements, Corporate Sponsorship, and the Gifts and Honorariums policies as appended to Report No. 029-14FFC.*

### **Key Points**

- The 2013 PricewaterhouseCoopers (PwC) review recommended MLHU update its finance policies.
- In consultation with PwC, MLHU reviewed these policies to ensure they reflect industry best practices, and are also fiscally responsible and operationally feasible.

### **Background**

Finance & Facilities Committee (FFC) endorsed a process at the March 26<sup>th</sup>, 2014 meeting to address a key recommendation of PwC to ensure MLHU's financial policies and practices align with the industry best-practice. As per endorsed process, this report, the second of three, provides revisions to the following policies: [Appendix A](#)

- Use of Personal Vehicle
- Tangible Capital Assets
- Grant Applications & Agreements
- Gifts & Honorariums
- Out of Town Travel Expenses
- Donations Acceptance
- Corporate Sponsorship

These policies require 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 and approval. Implementation, including staff and manager training, will occur over Q3 and Q4. Additional financial policies will be brought forward to the Finance & Facilities Committee for review and endorsement at a future meeting.

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

A handwritten signature in black ink, appearing to read 'C. Mackie', with a small dot at the end of the signature.

Christopher Mackie, MD, MHSc, CCFP, FRCPC  
Medical Officer of Health