

## FINANCIAL MANAGEMENT POLICY

This document is the parent policy for any College or divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

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| <b>Functional Category:</b>  | Finance  |
| <b>Approval Date:</b>        | June 19, 2019                                  |
| <b>Effective Date:</b>       | June 30, 2019                                  |
| <b>Policy Owner:</b>         | Vice President, Corporate Services and Finance |
| <b>Policy Administrator:</b> | Director, Business and Financial Services      |

### Objective:

The objective of this policy is to ensure that NorQuest College (college) provides appropriate and effective stewardship of college funds.

In addition to legislative and professional practice related compliances, a large component of the funding received by the college is restricted in use by the terms and conditions attached by fund providers. These requirements compel the college to have an effective system of financial practices, internal controls, and reporting systems.

The college's system of financial internal controls consists of policies, procedures, processes, and financial systems that provide for effective financial transaction processing as well as providing financial reporting for planning and decision making purposes.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 7](#), which delegates responsibility for the college's financial planning and activities to the President and CEO and [Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

### Policy:

The college will ensure that financial management activities and practices provide appropriate and effective stewardship of all college funds.

The college will conduct its financial operations based on the following principles:

- Comply with applicable legislation, college policies and procedures, and fund providers terms and conditions.
- Report in accordance with Public Sector Accounting Standards (PSAS).
- Develop an operating and capital budget, on an annual basis, such that the college conducts its operations within these budgets as they relate to the priorities and directions outlined in the strategic plan.
- On a quarterly basis, develop a forecast for financial and non-financial results, which encourage a forward focus highlighting key drivers and risks in support of informing and creating proactive action plans.
- Maintain appropriate and effective systems of internal controls with the emphasis on data integrity and optimizing utilization of available resources.
- Prohibit over expenditures, except in approved situations.
- Use a best practices approach where appropriate.
- Leverage technology where appropriate.

### Definitions:

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| <b>Related NorQuest College Information:</b> |
| <b>Related External Information:</b>         |
| <b>Next Review Date:</b>                     |
| <b>Revision History:</b>                     |

- [Accounts Receivable Procedure](#)
- [Budgeting Policy](#)
- [Contract Management Procedure](#)
- [Forecast Management Procedure](#)
- [Goods and Services Procurement Procedure](#)
- [Investment Policy](#)
- [Net Assets Policy](#)
- [Petty Cash Procedure](#)
- [Procurement Policy](#)
- [Signing Authority Policy](#)

- Public Sector Accounting (PSA) Handbook (multiple sections, please contact Business and Financial Services for details)

May 2023

June 2012: new  
 August 2013: update for document links and branding  
 December 2013: updated to include Forecast Management content  
 November 2014: update for document links  
 May 2015: updated to include operating and capital budget content  
 June 2015: update document links  
 July 2015: update document links  
 June 2019: reviewed as per the Policy and Procedure Framework Procedure, and updated document links  
 August 2019: Compliance Office template & reorganization update