

Document ID FIN-001	Title Monthly Bookkeeping Checklist Treasurer's Checklist Expenditure Policy	
Revision 0.0	Prepared by Finance Committee	Date Prepared
Effective Date	Reviewed by National Council	Date Reviewed
	Approved by National Council	Date Approved

1. Policy: Monthly Bookkeeping Checklist

1.1. Purpose:

The external auditor recommended that a monthly checklist for all of the processing that is done by the CCGA National bookkeeper be compiled so that continuity of processing is ensured should the Corporation change bookkeepers or the bookkeeper become ill for an extended period of time.

When the checklist is compiled, each item on the list will be checked off, each month, to indicate it has been completed. The Treasurer will review the checklist on a monthly basis, to ensure all of the items have been completed. Completion of all the items on the checklist will help to ensure financial statement accuracy.

1.2. Scope: CCGA National

1.3. Responsibilities: Treasurer and Bookkeeper

1.4. Procedure:

Within 15 days of month end

1. Enter all expenses incurred in month to accounting system;
2. Enter all revenues received in month to accounting system;
3. Complete all bank reconciliations, provide to finance committee;
4. Provide finance committee with expenditures for month listing;
5. Ensure appropriate accruals have been made throughout the year such that month end financial information is up to date and accurate. Consider historic auditor adjustments and year-end accruals as well as payable, receivables;
6. For months 7 through 12, update forecast for year-end expenses / income for each fund;
7. Provide finance committee with trial balances to date.

2. Policy: Treasurer's Checklist

2.1. Purpose:

CCGA National does not have a checklist for the review procedures that should be performed by the Treasurer. It is important for continuity of operations that someone

ensures that the financial processes and procedures continue to function properly. This is something that the Treasurer should do.

A checklist of the Treasurer's tasks must be developed and the Treasurer must initial the tasks on the checklist to indicate they have been completed. The Finance Committee will review the checklist monthly to ensure all tasks are completed.

2.2. Scope: CCGA national

2.3. Responsibilities: Treasurer & Finance Committee

2.4. Procedure:

Routine Items

1. Review and approve cheque requests

Monthly Checklist – After Bookkeeper items done

1. Review Bookkeeper checklist, ensure all steps completed;
2. Review bank reconciliation; ensure reasonable and accurate, question unusual reconciling items;
3. Review trial balance; enquire on any unusual balances including accounts receivable, accounts payable;
4. Review monthly expenditure listing and enquire on any unusual or unexpected transactions;
5. Review forecast to year-end, determine if any concerns, potential over/under expenditures and need to re-allocate budgets and/or prioritize.

Year-end

1. Review year-end trial balance, ensure reasonable and accurate;
2. Review balance sheet accounts at year-end to ensure appropriate accounts payable, accounts receivable, fixed assets, prepaid, deferred revenues, and any other items have been accrued for correctly;
3. Once completed, review draft audited financial statements and disclosures, ensure reasonable and appropriate;
4. Review auditor management letter points; determine appropriate responses with finance committee;
5. Present audited financial statements and reports to board;
6. Review auditor performance, confirm appropriate to continue on with and recommend to board.

3. Policy: Expenditure policy

3.1. Purpose:

An Expenditure policy represents protection against the risk of inappropriate purchases.

The CCGA Auditor recommended that a written policy be developed as a method of improving internal controls over expenditures.

3.2. Scope: CCGA National

