

# Portfolio: Trustee Financial Oversight

## Background

Historically the Hagensborg Waterworks District has relied on the District's CFO to ensure accurate record keeping, and the District's auditors to provide confirmation of the accuracy of the records.

With increasing accountability requirements from the provincial government, and the larger sums of money being accounted for, the Trustees authorized and approved *Policy (O&A) 2.5 Payables (Amended)* which states in part, "The monthly bank statements will be reviewed by the Financial Oversight Trustee against invoices received and paid to ensure agreement."

Section 740.1 the *Local Government Act* allows a board of trustees to appoint a Select or Standing Committee by resolution. Standing Committees, also known as Working Groups, may be established for matters which are ongoing. In identifying a need, the Trustees will appoint one of their members to chair the Standing Committee. The Standing Committee, the "portfolio", is an ongoing function.

Trustees have approved the formal creation of a Trustee Financial Oversight Portfolio, protecting both the District and its officers with an added layer of accountability.

## Roles & Responsibilities:

As holder of this portfolio, the primary responsibilities of the trustee are to review the monthly bank statements and financial reports, against invoices approved for payment by the Trustees at a regular monthly meeting to ensure agreement; and, to review the list of payables processed during the current month.

## Procedure

At a time agreed upon by the trustee and CFO, within 30 days of month end, the two will meet to review:

- The previous month's bank and other statements as needed to reconcile the financial report;
- A printout of transactions if needed;
- Financial reports approved at previous months' meetings as needed to reconcile the report with the current bank and other statements.

If any errors or omissions are identified, the CFO will correct those errors promptly, prior to final approval.

The trustee will date and initial all the documents reviewed to confirm oversight and approval.

## Budgets/Resources

A budget may be requested for this portfolio.

**If the CFO position is vacant, all references in this document to the CFO may be applied to the District's senior bookkeeper.**

Adopted August 22, 2019