

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.

Functional Category:	Finance
Approval Date:	May 28, 2015
Effective Date:	June 1, 2015
Policy Owner:	Vice President, College Services and Chief Financial Officer
Policy Administrator:	Director, Integrated Planning 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 policy 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 results (and non-financial results as appropriate) 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:

N/A

Related Information:	<ul style="list-style-type: none"> • Budgeting Policy • Contract Management Procedure • Goods and Services Procurement Procedure • Investment Policy • Net Assets Policy • Procurement Policy • Public Sector Accounting (PSA) Handbook (contact the Finance Division for details) • Signing Authority Policy
Related Procedures:	<ul style="list-style-type: none"> • Accounts Receivable Procedure (to be developed) • Forecast Management Procedure • Petty Cash Procedure • Refunds Procedure (to be developed)
Next Review Date:	<p>May 2019</p>
Revision History:	<p>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</p>