

**F16-2024 LTFF Policy Update - Attachment**

Finance Policy List

Last Updated: **December 17, 2024**

Policy No.	Doc. No	Policy Name	Description	Type	Last Updated	Review Timing	Planned Update
<b>Current Financial Policies</b>							
FI-01	47040	<a href="#">Capital Budget Process Policy</a>	To provide for the planning and approval of capital project requests.	Budget	2008	Annually	Oct / Nov 2024
FI-02	48906	<a href="#">Corporate Credit Card Issuance and Use</a>	Covers the use and issuance of corporate credit cards	Accounting	2014	4 Years	Spring 2025
FI-03	48905	<a href="#">Council Expense Policy</a>	Covers the claiming of expenses by members of Council	Accounting	2014	4 Years	Spring 2025
FI-04	47034	<a href="#">Petty Cash Policies</a>	Ensures petty cash are accurately recorded and subject to proper approvals	Accounting	2003	4 Years	Spring 2025
FI-05	47264	<a href="#">Statement of Lease Financing Policy &amp; Goals</a>	Applies to all financing leases for municipal capital facilities	Accounting	2003	4 Years	Summer 2025
FI-06	42763	<a href="#">Statement of Investment Policy &amp; Goals</a>	Covers the goals and approach to township investments	Treasury	2003	4 Years	Oct / Nov 2024
FI-07	47043	<a href="#">Tangible Capital Asset Policy</a>	Covers TCA treatment and PSAB 3150 requirements	Accounting	2010	4 Years	Summer 2025
FI-08	47014	<a href="#">Expenses</a>	Covers the reimbursement of employee expenses for township business	Accounting	2003	4 Years	Spring 2025
FI-09	127196	<a href="#">Strategic Asset Management Policy</a>	Covers the approach to asset management for the Township	Budget	2024	4 Years	2028
<b>Proposed Financial Policies</b>							
FI-10	TBD	<a href="#">Debt Management Policy</a>	Outlines the circumstances and process covering the issuance of debentures by the Township.	Treasury	Never	4 years	Fall 2024
FI-11	TBD	<a href="#">Reserve and Reserve Fund Policy</a>	Outlines the approach to reserves, their use, targets and funding sources.	Budget	Never	4 years	Spring 2025
FI-12	TBD	<a href="#">Reimbursement for use of personal vehicles (Mileage)</a>	The rates we reimburse employees related to personal use of vehicles	Accounting	Never	4 years	Fall 2024
FI-13	47034	<a href="#">Cash Handling Policy</a>	Ensures cash is handled using proper controls	Accounting	Never	4 Years	Spring 2025
FI-14	TBD	<a href="#">Tax and Assessment Policy</a>	Governs the current tax policy options available through the municipal act including tax ratios, tax rates, potential rebates, appeals, collection, etc.	Budget	Never	Annually	Spring 2025
FI-15	TBD	<a href="#">Other Revenue Policy</a>	Governs user fees, grants and other revenue not covered by the tax and assessment policy	Budget	Never	4 years	Spring 2025
FI-16	TBD	<a href="#">Water Wastewater Rate Policy</a>	Governs the objectives of the utility rate program, setting utility rates, fixed vs variable components, etc.	Budget	Never	4 years	Spring 2025
FI-17	TBD	<a href="#">Budget Development Policy</a>	Outlines the process and policy regarding the operating budget development. May combine this with the capital policy FI-01	Budget	Never	4 years	Summer 2025
FI-18	TBD	<a href="#">Budget Monitoring Policy</a>	Outlines the process for budget monitoring and variance reporting including reporting thresholds and offsets.	Budget	Never	4 years	Summer 2025
FI-19	TBD	<a href="#">Donation Policy</a>	Outlines criteria and process for accepting donations and issuing receipts / CRA	Accounting	Never	4 years	Spring 2025
FI-20	TBD	<a href="#">Asset Retirement Obligations</a>	Outlines the conditions and policies for accounting for asset retirement obligations in financial statements	Accounting	Never	4 years	Summer 2025