## Accounting and Financial Policies

<table>
<thead>
<tr>
<th>Policy Name</th>
<th>Description</th>
<th>Notes</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category – Corporate Policy</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Charitable Donations</td>
<td>Describes circumstances under which the City will receive donations and outlines compliance requirements with CRA</td>
<td>Formal policy exists</td>
<td>Presented to Audit Committee Feb, 2017</td>
</tr>
<tr>
<td>Debt</td>
<td>Describes limits and uses of debt as a financing tool</td>
<td>Formal policy exists – limits also regulated by province</td>
<td>Presented to Audit Committee May, 2017</td>
</tr>
<tr>
<td>Deferred revenue – Obligatory Reserve Funds</td>
<td>Describes recording of developer charges and subdivider contributions</td>
<td>Governed by by-laws. Policies exist on uses of developer contributions</td>
<td>Presented to Audit Committee May, 2017</td>
</tr>
<tr>
<td>Investment of City funds</td>
<td>Describes and notes limits on City’s ability to invest</td>
<td>Formal policy exists also regulated by the province</td>
<td>Presented to Audit Committee Sept, 2016</td>
</tr>
<tr>
<td>Payment Card Policy</td>
<td>Outlines terms and conditions for use of City’s payment card</td>
<td>Formal policy exists</td>
<td>To be presented Nov, 2017</td>
</tr>
<tr>
<td>Procurement</td>
<td>Sets out policy on procurement of goods and services including conditions for formal procurement process</td>
<td>Formal policy exists – supported by by-law</td>
<td>Presented to Audit Committee Feb, 2017</td>
</tr>
<tr>
<td>Reserve fund Policies</td>
<td>Various policies outlining uses and levels of reserve funds</td>
<td>Formal policies exist</td>
<td>To be presented Sept, 2017</td>
</tr>
<tr>
<td>Signing Authority</td>
<td>Outlines various levels of signing authority for City disbursements and signing of contracts</td>
<td>Formal policy exists</td>
<td>To be presented Nov, 2017</td>
</tr>
<tr>
<td>Stabilization Reserve Fund Policy</td>
<td>Sets types and levels of stabilization reserve funds</td>
<td>Formal policy exists</td>
<td>To be presented Sept, 2017</td>
</tr>
<tr>
<td>Tax Revenue</td>
<td>Recording of tax receipts</td>
<td>Governed by by-law and Council approval of the operating budget Policy on tax billing and collection exists</td>
<td>To be presented Nov, 2017</td>
</tr>
<tr>
<td>Category – Organizational Policy</td>
<td>Description</td>
<td>Current Policy Status</td>
<td>Presentation Date</td>
</tr>
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<td>----------------------------------</td>
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</tr>
<tr>
<td>Cash and temporary investments</td>
<td>Describes policy on cash handling</td>
<td>Formal policy exists but is quite dated – under review in conjunction with new POS Implementation 2nd ¼ 2017</td>
<td>To be presented Sept, 2017</td>
</tr>
<tr>
<td>Credit/ Debit Card</td>
<td>Outlines acceptance of credit/ debit cards</td>
<td>Formal policy exists</td>
<td>To be presented Sept, 2017</td>
</tr>
<tr>
<td>Employee Computer Purchase Plan</td>
<td>Outlines eligibility criteria to participate in the program</td>
<td>Formal policy exists</td>
<td>Presented to Audit Committee Feb, 2017</td>
</tr>
<tr>
<td>Grants and Infrastructure Programs</td>
<td>Describes responsibilities for Finance and other staff</td>
<td>New policy developed in 2016</td>
<td>Presented to Audit Committee Dec, 2016</td>
</tr>
<tr>
<td>Travel Expenses</td>
<td>Sets out terms and conditions for reimbursement of travel expenses</td>
<td>Formal policy exists</td>
<td>To be presented Nov, 2017</td>
</tr>
<tr>
<td>Unclaimed Deposits</td>
<td>Describes process for dealing with writing off unclaimed deposits</td>
<td>New policy developed in 2016 – originally presented as stale dated credits but name changed to more accurately reflect subject matter</td>
<td>Presented to Audit Committee Dec, 2016</td>
</tr>
<tr>
<td>Category-Accounting Policy</td>
<td>Description</td>
<td>Notes</td>
<td>Presented to Audit Committee</td>
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<tr>
<td>Accrual Accounting</td>
<td>Outlines method of accounting that the City uses</td>
<td>Only denoted in the notes to the Financial Statements – more formal policy developed Sept 30, 2015</td>
<td>Feb, 2016</td>
</tr>
<tr>
<td>Employee Future Benefits</td>
<td>Records the present value of the cost of providing employees with future benefits</td>
<td>Actuarially determined and governed by Public Sector Accounting Board Standards Policy with regards to accounting treatment developed Nov 27, 2015</td>
<td>Feb, 2016</td>
</tr>
<tr>
<td>Government Transfers</td>
<td>Describes how government transfers are recorded</td>
<td>Only denoted in the notes to the Financial Statements – more formal policy under development</td>
<td>To be presented Sept, 2017</td>
</tr>
<tr>
<td>Non-financial assets</td>
<td>Policy outlining City’s recording of tangible capital assets, capitalization levels and methods of depreciation</td>
<td>Formal policy exists</td>
<td>July, 2016</td>
</tr>
<tr>
<td>Use of Estimates</td>
<td>Describes those reported amounts that are estimates by management</td>
<td>Only denoted in the notes to the Financial Statements – more formal policy under development</td>
<td>Feb, 2016</td>
</tr>
</tbody>
</table>