

RESORT VILLAGE OF LUMSDEN BEACH (RVLB)

POLICY NO. 7 / 2023

TO ESTABLISH A REVISED FINANCIAL OPERATING SYSTEM

1. Council to prepare a detailed annual operating budget with comparison to the previous two years of revenues and expenses as per those years audit. The budget document includes:
 - Total audited value for all capital assets
 - Total insured value for all assets
 - Total values of all previous year end investments
 - Start of fiscal year cash on hand and accounts receivable
 - Record of Municipal and Education Mill Rates
 - Revenues broken out into detailed line item categories
 - Expenses broken out into detailed line item categories
 - Revenue and Expense line items include rationale where needed
2. A detailed actual cash flow statement is to be maintained on a daily basis, which includes:
 - Original, current and insured capital asset values
 - A listing of all current investments (term deposits)
 - Accounting of Education Taxes owing and paid to date
 - Chequing account values including list of uncashed cheques and committed expenditures
 - Budgeted Revenues listed with actual receipts to date beside
 - Budgeted Expenses listed with actual payments to date beside
3. A cash flow statement and copies of bank accounts are presented to Council on a monthly basis both in and out of season as well as at Council meetings. The format of the cash flow statement has served as the equivalent of a cheque registry with the benefit of being tied to the budget for actual comparison and monitoring.
4. All financial accounting is maintained using a computerized software program known as Account Edge Pro V2020. All financial accounts are maintained at Conexus Credit Union. There are four signing authorities (Council plus Clerk). All have access to the on line financial accounts.
5. Reconciliation of the bank accounts to Account Edge Pro and to the cash flow statement is done on a monthly basis. All invoices are marked as paid on a specific date including method of payment. All documents including bank statements, revenue receipts and expenditure invoices are available to Council at any time.
6. One of the four signing authorities, tasked with financial record keeping, may make payments to recognized government agencies or to companies doing business with Lumsden Beach. Payments may be made on line or through the use of a Conexus Debit/MasterCard or by cheque. Internal transfers of funds within Conexus Credit Union can also be done by one of the four signing authorities. All payments made to individuals are only to be paid by cheque with two of four signing authorities signatures. These include payments to Council members, Lumsden Beach staff, the store operator, event coordinators or the licensed water operators. All cash withdrawals from Conexus accounts are to be made by cheque including two signatures.
7. All required documentation is provided to the independent professional audit company following fiscal year end. When completed, a trial audit is presented to Council for approval including any auditor comments. Once signed the completed audit is submitted to the Provincial Government prior to July 1 of the year following the annual audit