Finance Annual Governance Calendar



| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1. Meeting Schedule | | | | | | | | | | | | |
| Finance and Audit Committee meeting | | | | | | | | | | | | |
| 2. Strategy | | | | | | | | | | | | |
| Strategic planning workshop | | | | | | | | | | | | |
| Strategic issues – 5 Years | | | | | | | | | | | | |
| 3. Policy Review (see xx folder) | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | |
| 5. | | | | | | | | | | | | |
| 6. | | | | | | | | | | | | |
| 7. | | | | | | | | | | | | |
| 8. | | | | | | | | | | | | |
| 9. | | | | | | | | | | | | |
| 10. | | | | | | | | | | | | |
| 4. Financial Management | | | | | | | | | | | | |
| Monthly Accounts | | | | | | | | | | | | |
| Review 6 months YTD | | | | | | | | | | | | |

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|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Review KPIs | | | | | | | | | | | | |
| Budget Draft 1 | | | | | | | | | | | | |
| Budget Draft 2 | | | | | | | | | | | | |
| Budget Final | | | | | | | | | | | | |
| 5. Accountability | | | | | | | | | | | | |
| Financial reports | | | | | | | | | | | | |
| Review full year results - management | | | | | | | | | | | | |
| • Review full year results - Audited | | | | | | | | | | | | |
| Meet with Auditor | | | | | | | | | | | | |
| • Process improvement project (business manager) | | | | | | | | | | | | |
| 6. Monitoring, Supervision and Risk | | | | | | | | | | | | |
| Review Risk Assessment for financial impact | | | | | | | | | | | | |
| Review board reporting requirements (seek feedback) | | | | | | | | | | | | |
| Master plan – Financial implications | | | | | | | | | | | | |
| Review Insurance coverage | | | | | | | | | | | | |
| 7. Corporate Governance | | | | | | | | | | | | |
| Review Committee Charter | | | | | | | | | | | | |
| Review committee meeting schedule | | | | | | | | | | | | |
| Review terms of reference and composition | | | | | | | | | | | | |