

Speech and Hearing BC Policy Statement and Procedures

V.4

AREA: Finance

SUBJECT: Fiscal Year End

POLICY:

- The Association will undertake an annual "Review Engagement" to be performed by a Chartered Accountant or Certified general Accountant. The Accountant's Report will be approved by the members at the Association's Annual General Meeting and then published in the "Vibrations newsletter.
- The review engagement will be put out for tender periodically by the Treasurer.
- The Accountant will provide the Association with an annual Management letter.
- The members will appoint an Accountant for the current fiscal year at the Annual General Meeting.

PROCEDURE:

- The Treasurer and / or the Operations Manager will coordinate with the Association's Accountant and Bookkeeper for scheduling of the annual review engagement, keeping in mind timelines for publishing the Annual Report and the date of the Annual General Meeting. Draft financial statements and the Management letter will be circulated to the President and the Executive Committee for review. Final financial statements will be circulated to the Provincial Council for approval, prior to the Annual General Meeting.
- The Provincial Council will table motions for approval of the Accountant's Report, and appointment of the Accountant at the Annual General Meeting. The Accountant's Report will be signed by the President and the Treasurer on behalf of the Provincial Council.
- The Treasurer shall solicit quotes for the Association's annual review engagement periodically. The proposals will be circulated to the Provincial Council for review prior to the Annual General Meeting. The Provincial Council will make a recommendation for an Accountant to the membership at the Annual General Meeting.