



ADMINISTRATION AND MANAGEMENT NARRATIVE: FINANCIAL MANAGEMENT (CA-FIN)

The Administration and Management Narrative should provide an overview of key practices that contribute to the performance and productivity of your organisation. The Narrative supports, but should not duplicate, evidence provided elsewhere in your self-study.

The Financial Management Administration and Management Narrative should provide the Peer Review Team with a clear, concise description of how your financial management practices help to shape, advance and sustain your organisation's mission and strategic goals.

Purpose Standard: Financial Management (CA-FIN)

The organisation's financial accountability and viability are achieved through the application of sound financial management practices that accord with legal and regulatory requirements.

Provide responses to the following questions that address your organisation's achievement of the Financial Management Purpose Standard. Highlight applicable obstacles and innovations, if any, in each of your responses.

1. Describe the overall health of your organisation's finances.
 - a. Include a description of significant factors that may have impacted your organisation's finances.

(e.g., enhanced or reduced programme-specific funding streams, successful fundraising activities, new foundation support, etc.).

(e.g., provincial budget cuts have forced the organisation to close one of its family counseling programmes...)
2. Describe 2-3 actions that your governing body has taken to enhance your organisation's financial viability.

(e.g., In response to recent recommendations of the organisation's auditors, the board approved a plan to strengthen the organisation's system of internal control...)
3. How does your organisation's management and the governing body assure that its financial management systems are in accordance with Generally Accepted Accounting Principles?
4. How does your organisation remain abreast of changing legal and regulatory requirements in relation to financial management practices?
5. Provide any additional information that would increase the Peer Team's understanding of how the organisation's financial practices contribute to the achievement of its mission.

Attachments:

- a. All COA-approved NA Requests.
- b. A list of all NAs applicable to your organisation provided within the standards.

Note:

Organisations being accredited for the first time: Please provide information for the last year.

Organisations being reaccredited: Please provide information for the period since the last accreditation review.



TABLE OF EVIDENCE: FINANCIAL MANAGEMENT (CA-FIN)

	Self-Study Documents	On-Site Documents	On-Site Activities
CA-FIN 1 Governing Body Financial Responsibilities	<ul style="list-style-type: none"> ▪ Budget (operating budget for current fiscal year) 	<ul style="list-style-type: none"> ▪ Governing Body minutes ▪ Fiscal summaries/analyses 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Governing Body b. Treasurer/Finance Committee Members c. CFO
CA-FIN 2 Internal Control Environment*	<ul style="list-style-type: none"> ▪ Internal financial control procedures ▪ Table of organisation (financial management personnel only) 	<ul style="list-style-type: none"> ▪ Governing Body minutes ▪ Written certification by executive and financial officers (CA-FIN 2.03) 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Governing Body b. Treasurer/Finance Committee Members c. CFO
CA-FIN 3 Financial Risk Assessment*		<ul style="list-style-type: none"> ▪ Governing Body minutes ▪ Long-term or strategic plan ▪ Annual risk management review (CA-RPM 2.01) 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Governing Body b. CEO/CFO
CA-FIN 4 Stable Predictable Revenue	<ul style="list-style-type: none"> ▪ Include description of funding in Financial Management Administration and Management Narrative Question 1 ▪ Budget 	<ul style="list-style-type: none"> ▪ Governing Body minutes 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Governing Body b. CEO/CFO
CA-FIN 5 Financial Planning	<ul style="list-style-type: none"> ▪ Budget planning procedures/process 	<ul style="list-style-type: none"> ▪ See long-term or strategic plan ▪ Chart of accounts ▪ Relevant financial data ▪ Monthly analysis of financial performance (CA-FIN 5.04) ▪ Unit cost analysis (CA-FIN 5.06) ▪ Documents and reports that demonstrate budget planning (CA-FIN 5.02) 	<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Governing Body b. CEO/CFO c. Finance personnel



	Self-Study Documents	On-Site Documents	On-Site Activities
CA-FIN 6 Financial Accountability*	<ul style="list-style-type: none"> ▪ Audit and management letter 	<ul style="list-style-type: none"> ▪ Governing Body minutes 	<ul style="list-style-type: none"> ▪ Interviews: <ol style="list-style-type: none"> a. Governing Body b. CEO/CFO
CA-FIN 7 Financial Management System			<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Governing Body b. CEO/CFO c. Personnel at all levels ▪ Observe reporting and accounting system
CA-FIN 8 Payroll			<ul style="list-style-type: none"> ▪ Interview: <ol style="list-style-type: none"> a. Governing Body b. CEO/CFO c. Personnel at all levels

FUNDAMENTAL PRACTICE STANDARDS:

Essential Life and Safety	Health and Welfare	Client Rights
		CA-FIN 7.09