

**Acadia First Nation**

**Financial  
Administration  
Policy**

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**Acadia First Nation  
Financial Administration  
Policy**

**Preamble**

This policy is to regulate the receipt, management, and expenditures of Acadia First Nation funds and establish the administrative structure of the Acadia First Nation which manages the funds: Whereas the Council of the Acadia First Nation has determined that it is desirable and necessary that a financial management policy be established for the purposes set out in Section 83 (1) of the Indian Act and for the better administration of the Acadia First Nation business, the Band Council of the Acadia First Nation, at a duly convened meeting enacted the following policy:

**Title**

1. This policy will be called the *Acadia "First Nation Financial Administration Policy." (FAP)*

**Definitions**

2. In this policy:
  - a. "agencies" means any board, tribunal, commission, committee of the Acadia First Nation or any corporate body controlled by the Acadia First Nation including a society, non-profit corporation or business corporation.
  - b. "annual budget" means the forecast of planned expenditures for the forthcoming fiscal year by the Acadia First Nation;
  - c. "council" shall mean the Acadia First Nation Band Council consisting of the Chief and Council Councillors.
  - d. "agreement" means any written contract between Acadia First Nation and another party or parties, including the federal government, the provincial government, or a third party, pursuant to which money is to be paid to the Acadia First Nation;
  - e. Acadia "First Nation Funds" means all moneys belonging to the Acadia First Nation and includes;
    - i. all revenues of Acadia First Nation
    - ii. money borrowed by the Acadia First Nation
    - iii. money received or collected on behalf of the Acadia First Nation, and
    - iv. all moneys that are received or collected by the Acadia First Nation pursuant to any agreement or funding arrangement and is to be disbursed for a purpose specified by Council and/or funding arrangement,

- f. "resolution" and "motion" means a decision made at a meeting of a quorum of Council.

### **Application**

3. This policy governs the receipt, management, and expenditure of the Acadia First Nation funds and the administrative organization of the Acadia First Nation to manage the funds. The policy applies to all Acadia First Nation departments and agencies in receipt of Acadia First Nation funds.

### **Financial Authority**

4. The Chief and Council of Acadia First Nation are the ultimate Financial Authority. The Band Council consists of the Chief and six Councillors. A quorum for the Band Council is four. The Chief of the Acadia First Nation shall preside over meetings. The Band Council shall direct the Band Manager in all matters.
5. The Band Council shall be responsible for:
- a. the management and control of the collection of Acadia First Nation funds,
  - b. the management and control of the expenditures and disbursements of the Acadia First Nation,
  - c. the maintenance of records of the financial activities of the Acadia First Nation,
  - d. the preparation of the annual budget in accordance with the priorities approved by Council,
  - e. ensuring an annual audit of the Acadia First Nation is completed, and approved,
  - f. all other matters relating to the financial affairs of the Acadia First Nation not assigned by another by-law or Council resolution to any department or agency.
6. Any amendment to the annual budget shall be approved by the Band Council.
7. The Band Council shall maintain or cause to be maintained the financial records of the Acadia First Nation through the office of the Band Manager.
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8. The Band council may prescribe the form and content of the financial records and establish the accounting system of the Acadia First Nation, but will be in accordance with the Department of Indian and Northern Affairs (DIAND) Year-End Reporting Handbook for First Nation Audited Financial Statements and Year End Reporting Guide.

9. The Band Manager shall act as the senior administration office of the Acadia First Nation and shall assist the Band Council in carrying out its duties.
10. The role and responsibilities of the Band Manager shall be:  
  
the conduct of the administration necessary to discharge the administrative responsibilities of the Band Council, including staff supervision;
  - I. the administrative supervisor of the compilation and preparation of the overall annual budget,
  - II. the preparation of the annual financial statements and long-term financial projections and cash flows as required from time to time by the Band Council,
  - III. monitoring adherence to any agreement and funding arrangements entered into by the Acadia First Nation or any department or agency,
  - IV. administration and supervision of the financial records, and reporting systems; and
  - V. The maintenance of records of all receipts and expenditures in such a manner so as to facilitate the annual audit,
  - VI. establishing band accounts required for the financial business of the Band, making deposits for the Band, and
  - VII. any other task assigned by the Band Council.
11. The Band Council shall be responsible for the hiring of the Band Manager and shall be in accordance with the personnel policies of the Acadia First Nation as established by Council.

#### **Delegation of Authority**

12. The Band Council may approve the delegation of authority to approve expenditures on behalf of the Acadia First Nation within the annual budget and consistent with the financial organization of the Acadia First Nation.

#### **Annual Budget**

13. The Band Manager will prepare the annual budget for review and approval of the Band Council. Estimates of the Revenues for the Band will be used for the purpose of the preparation. The Band Council may increase or decrease allocation of funds or reallocate funds to different sectors of the budget. The budget becomes official upon approval of the membership of the band at the annual meeting held in August of each year.

### **Financial Management: Expenditures & Invoicing**

14. All payments and financial commitments shall be in accordance with the annual budget or in accordance with the Band Council resolutions/motions. No payment shall be made for the performance of work, supply of goods or rendering of services unless the charge in respect of such work, goods or services has been authorized:
  - a. pursuant to a Council resolution,
  - b. by a person delegated to authorize such payment, or
  - c. pursuant to an agreement entered into between the Acadia First Nation and the person providing such work, goods or services which establishes the amount, or a method of calculating the amount, to be charged for such work, goods or services.
15. For all work, goods or services that are provided by or through the Acadia First Nation or any other person on behalf of the Acadia First Nation for a fee or other charge, an invoice shall be rendered for payment for the work, goods or services.
16. The Band Manger shall be responsible for ensuring invoices are rendered pursuant to this policy.

### **Awards of Contracts**

17. All orders for work, goods or services provided to the Acadia First Nation must be approved by the Band Manager and/or Band Council prior to the Purchase of goods or services.
18. Each order for work, goods or services more than **\$5000.** or such greater amount as approved by Council, unless approved in the annual budget, shall, in addition to the approval of the Band Council, requires attention by the Band Manager as to availability of funds.
19. Capital purchases of up to **\$15,000.** or such greater amounts must be approved by the Band Council.
20. Capital purchases more than **\$15,000.** And less than **\$100,000.** or in such amounts as approved by Council may be made by invitation to tender.
21. Capital purchases or construction projects in excess of **\$100,000.** or such greater amounts as approved by Council must be made by public tender.

22. For all construction and capital expenditures more than \$100,000. the Acadia First Nation Tendering Policy shall be followed. (See tendering policy in Management Binder)

### **Conflict of Interest**

23. The Conflict of Interest Policy of the Acadia First Nation shall be followed in all situations. This policy may be found in the Acadia First Nation Management Binder.

### **Agreements**

24. The Band Council may approve on behalf of the Acadia First Nation such agreements of funding arrangements with the federal and provincial governments or with any other party for the provision of funding for the Acadia First Nation, its agencies and other bodies.

### **Fiscal Year**

25. The fiscal year of the Acadia First Nation Government shall be from April 1 of each year to March 31 in the following year.

### **Audit**

26. The Acadia Band Council and the Band Manager shall follow the Department of Indian Affairs (DIAND) "Year-end Reporting Handbook" for First Nation Audited Financial Statements and also the "First Nations National Reporting Guide 2000-2001."
27. The Band Manager shall provide the auditors with instructions concerning the annual audit and shall assist the auditor in the completion of the audit. The audited financial statements shall be accepted by the Band Council by resolution/motion at a Band Council meeting and signed by the Chief and Councillors.

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### **Public**

28. Upon receipt of the auditor's report by Council, copies of the report shall be posted in such public places as determined by Council.

29. The Band Manager shall retain the written report of the auditor, together with the related financial statements. Any member of the Acadia First Nation may inspect them during regular office hours and may by himself/herself or through their agent, at his/her own expense, make a copy of the report or any part of it. The audit shall also be presented to the Acadia Band membership for discussion at the annual meeting held in August of each year.

**Amendments**

30. This policy may be amended from time to time as required at a community meeting called for that purpose at which the majority of electors present support the proposed amendments.

Approved and passed at a duly convened meeting of the Acadia First Nation Band Council on February 21, 2001.