

Financial Management System Improvement Policy

Policy

Areas for improvement in the financial management system will be managed, tracked and resolved on an ongoing basis as identified by the Chief Financial Officer and annually through internal assessments of critical activities.

Purpose

The purpose of this policy is to provide guidance on Nipissing First Nation's continual improvement of its financial management system.

Scope

This policy applies to the Chief Financial Officer, Finance and Audit Committee, and the Financial Management System Assessment Ad Hoc Team.

Definitions

“Internal Assessment” is a review of an activity/process by an independent Nipissing First Nation staff member (i.e. an individual not responsible for or involved in the activity) to determine the effectiveness and sufficiency of controls related to the specific activity or process.

Responsibilities

Nipissing First Nation is a borrowing member, therefore, the Council is responsible for:

- a) ensuring that Nipissing First Nation takes measures as soon as practicable to rectify any gaps or areas of non-compliance between Nipissing First Nation's financial management systems and practices and the First Nations Financial Management Board Standards.

The Finance and Audit Committee is responsible for:

- a) Reporting to Council as soon as practicable any gaps or areas of non-compliance between Nipissing First Nation's financial management systems and practices and the First Nations Financial Management Board Standards and monitoring actions taken to bring Nipissing First Nation into compliance.

The Chief Executive Officer is responsible for:

- a) Performing self-assessments of Nipissing First Nation's financial management systems and practices against the First Nation Financial Management Board's Standards and monitoring to make sure that any gaps or areas of non-compliance are resolved as soon as possible;
- b) Reporting to the Finance and Audit Committee and then report to Council on the results of the reviews.

Procedures

Continual improvement process

The Chief Financial Officer will be responsible for ensuring that any concerns or issues regarding the financial management system of the First Nation and brought to his/her attention are tracked, managed, and resolved on an ongoing basis.

Based on the Chief Financial Officer's analysis of the concern or issue, the following steps will be taken:

- a) For items that relate to improvements in efficiency and/or effectiveness, the Chief Financial Officer will consider the cost versus benefit of implementing the changes and act accordingly;
- b) For any other issues, such as minor instances of non-compliance with policy, the Chief Financial Officer will take the necessary steps to remediate and will report the findings and actions taken to the Chief Executive Officer;
- c) All items will be tracked and records maintained of all actions taken.

Review of Financial Administration Law

Annually, the Finance and Audit Committee will review Nipissing First Nation's Financial Administration Law:

- To determine if it facilitates effective and sound financial administration of the First Nation, and
- To identify any amendments to this Law that may better serve this objective.
- The Finance and Audit Committee will report to the Council on the results of its review including any recommendations it makes for amendments to Nipissing First Nation's Financial Administration Law.

Membership information or involvement

In the event that recommendations from the Finance and Audit Committee require amendments to Nipissing First Nation's Financial Administration Law, Council will ensure that Nipissing First Nation members are provided the information or involved in consideration of any proposed amendments to the Law as required in Nipissing First Nation's Financial Administration Law.

*Approved by C&C this 27th day of May, 2015
Amended and approves this 18th day of December, 2018
Amended and approved this 21st day of December, 2021.*