

Section 3: Fiscal Management

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Assiniboine West Watershed District		Policy Directive
Section 3.1	Date Approved April 16, 2024	Revision No.1
Donations	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

The Assiniboine West Watershed District is a charitable organization.

Some residents or organizations of the Assiniboine West Watershed District may wish to leave legacy donations or regular donations. Donations made to the District shall be accepted and their use will be as requested by the person or organization donating monies, within the mandate of the Watershed District.

From time-to-time partners may provide donations of time or equipment or both to the district, AWWD will provide such partners with a charitable tax receipt of a \$100 minimum in recognition of the donation.

Assiniboine West Watershed District		Policy Directive
Section 3.2	Date Approved April 16, 2024	Revision No.1
Petty Cash Expenditures	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

The Watershed District in day-to-day business must at times expend petty cash for materials, supplies or expenses.

The Board authorizes a petty cash float of \$300.00 for all offices with the exception of specific projects which require higher amounts, i.e. well water testing days

All expenditures must be detailed and reported to the Board at the regular meetings. The expenditure of petty cash must not conflict with any other financial policy.

Assiniboine West Watershed District		Policy Directive
Section 3.3	Date Approved April 16, 2024	Revision No.1
Lending of Monies	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

The Assiniboine West Watershed District is not a lending institution for its staff, Board members or any other persons. To these ends, under no circumstance will the Assiniboine West Watershed District Board consider lending requests such as pay advancements, remunerations advancements, loans or disbursements.

Assiniboine West Watershed District		Policy Directive
Section 3.4	Date Approved April 16, 2024	Revision No.1
Non-Payment for Projects	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

In the event a landowner or project participant does not pay their agreed share of a project or agreement the AWWD may pursue one or more of the following options:

- Inform the participant that until payment is made they will no longer be eligible for projects and programs;
- From date of District sent invoice for project payment, the landowner will have 90 days to submit payment, in full, otherwise it will be considered a non-payment;
- Approach the involved members local government to put the payment amount of the project on the participants property taxes.
- If the AWWD Board deems it feasible, they can authorize the retention of legal counsel, collection agency or seek other financial arrangements to resolve the matter;
- The process for communication shall be: initial invoice mailed or emailed, after 45 days a second invoice will be mailed and emailed if available and after 90 days a certified letter will be sent to the participant outlining further actions.

Assiniboine West Watershed District		Policy Directive
Section 3.5	Date Approved April 16, 2024	Revision No.1
Annual Budget Preparation and Adoption	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

The WD shall operate on an annual budget, which shall include all anticipated revenues and expenditures. The preparation and adoption of the annual budget shall be coordinated with the requirement and timelines of the Watershed Districts and Programs and the procedure outlined below.

1. The Administration prepares a preliminary budget in the format provided by Watershed Planning and Programs. It must budget expenditures and outcomes must target improvements to watershed health and resiliency.
2. The budget is presented to the Board of directors for comment, review and approval by resolution.
3. Increases in levy requirement, if required, will be presented to the Sub-District members prior to budget submission.
4. The approved levy contributions will be forwarded/presented to all municipalities based on Board recommendation.
6. Municipalities will be advised of required corresponding levy amount following District notification from the Province, should they change from previously anticipated.

Provincial Grant

1. The total annual grant must be matched with a minimum of 25% municipal levy funding to satisfy the 3:1 cost-shared ratio requirement
2. Provincial grant expenditures shall be prioritized toward implementation of the Assiniboine West Watershed’s Integrated Watershed Management Plans (IWMP).
3. Provincial funding may be expended only on those items that appear on the District’s approved annual budget:
4. Final Budget deviations of \$5,000 or more for Tier 1 and \$20,000 or more for Tier 2 as well as any new budget items or new project initiatives must be discussed with the Watershed Planner and are subject to approval by Watershed Districts and Programs.

Assiniboine West Watershed District		Policy Directive
Section 3.6	Date Approved April 16, 2024	Revision No.1
Municipal Notice of Annual Financial Levy	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Assiniboine West Watershed District will advise all municipal partners in January of each year of the amount of annual financial levy.

The Administrative staff will advise all municipal partners no later than January 31st of each year of the upcoming years financial levy

The Board will approve the schedule of payment as follows:

- Full Payment April 1st
- Or
- Half payment April 1st
- Remaining half payment on October 1st

The request for payment will be in the form of a mil rate as well as a dollar value, that has been set by the Assiniboine West Watershed District.

Should a municipality wish to contribute over and above their annual levy, the funds will be placed in the appropriate regional reserve account of the Assiniboine West Watershed Districts for use on projects that align with the mandate of the district.

Assiniboine West Watershed District		Policy Directive
Section 3.7	Date Approved April 16, 2024	Revision No.1
Board Signing Authority	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

As a corporate body the Watershed District requires two (2) signatures on all legal documents and banking transactions, one (1) staff and one (1) Board member.

- The Board must delegate signing authority to a minimum of three (3) individuals as follows:
- The Administrator and the Manager may be delegated as signing authority
 - A minimum of two (2) Board members may be delegated signing authority (Chairperson and designated Board member)

- For all legal documents, the signatures must be one of each of the following:
- The Chairperson of the Board, or in their absence the Vice-Chairperson
 - The Administrator or Manager

- All banking transactions must be approved by two members with signing authority and reviewed and approved by resolution of the board.
- The Chairperson or Vice-Chairperson of the Board
 - The Administrator or the Manager

Assiniboine West Watershed District		Policy Directive
Section 3.8	Date Approved April 16, 2024	Revision No.1
Direct Deposit	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Policy:
All full-time employees must have their wages directly deposited. Board members are encouraged to receive remuneration or expense funds directly deposited.

- Procedure:**
- All payroll wages will be directly deposited bi-weekly to an employee’s bank account.

Assiniboine West Watershed District		Policy Directive
Section 3.9	Date Approved April 16, 2024	Revision No.1
Rates & Equipment and Revenue Cost Share Ratio	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Policy:
All equipment rental rates and reimbursement rates will be reviewed by the AWWD machinery committee and board annually.

All revenue received should be shared back (reflected in budget) at the 25-75 cost share ratio.

Assiniboine West Watershed District		Policy Directive
Section 3.10	Date Approved April 16, 2024	Revision No.1
Retention of Financial Records	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 2

Policy:

Assiniboine West Watershed District shall set standards for document retention and disposition.

Procedure:

The following specifies minimum periods for retaining the CD records.

Permanently

- Simply Accounting annual records
- General Ledgers
- Audited Financial Report signed by the Signing Officers
- Any legal documents or certificates (investments, etc.)
- Inventory of Assets
- Original Minutes
- Notices of Intents to File Caveats for Conservation Agreements, Drainage Licence applications and Water Use applications.

Financial Management

Seven Years from end of Fiscal Year

- **Accounts Payable and Receivable**
 - Cash Receipts
 - Vendor invoices and vouchers attached to duplicate cheques
- **Banking records**
 - Duplicate Deposit slips
 - Bank Reconciliation
 - Cancelled cheques and bank statements
- **Financial Statements**
 - Monthly statements

- Quarterly reports
- Journals
- Loans and cancelled notes
- Tenders or Quotes – 3 years

Human Resources

- **Payroll records**
 - Municipal Employees Benefits Board records of employees – 10 years
 - Time Sheets – 1 year
 - Employee files – applications, sickness, leaves of absence, performance appraisals, Workers Compensation Board claims – 1 year after cessation of employment or 6 years after dismissal
 - Payroll administration – T-4's, T-4A's – 6 years
 - Grievance records – 3 years after final decision
 - Competition and hiring records – applications of unsuccessful candidates, competition records & other supporting documents – 1 year

Administration

- **Correspondence**
 - Routine correspondence of no continuing fiscal, legal or administrative value, including informational copies, letters of payment, invitations and cover letters – 1 year
- **Insurance Records**
 - Policies – term + 1 year
 - Claims – 1 year after resolution
- **Litigation Records**
 - 6 years after settlement, judgment, discontinuance or dismissal

Land Use and Development

- **Subdivision applications** – after 6 years
- **Crown Lands** – after 6 years

The following specifies minimum periods for retaining the Watershed Districts financial records.

Permanently

- Cash receipts and disbursement records;
- Annual cash receipts and Disbursements statements;
- Financial report signed by the signing officers; and
- Any legal documents or certificates (investments, etc.).

Seven Years from end of Fiscal Year

- Cancelled cheques and bank statements;
- Duplicate deposit slips;
- Bank reconciliation;
- Vendor's invoices and vouchers attached to cheques; and
- Other financial summary reports.

Assiniboine West Watershed District		Policy Directive
Section 3.11	Date Approved April 16, 2024	Revision No.1
Investing Surplus Funds	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Policy:

The Assiniboine West Watershed District has been successful attracting external funding, building and providing member services and financing longer term project dollars. Surplus funds are required for these reasons and we currently collect surplus levy from all members.

Surplus levy dollars resulting from local dollars in excess of the required provincial match will be deposited into one of four interest bearing accounts specific to the watershed from which they originate. A fifth district wide surplus account will also be maintained to fund projects or activities which has a district wide benefit. The district wide surplus account will receive 30% of the total surplus levy, and the remaining surplus levy amount will be divided based on a geographical formula as follows

- Arrow Oak 38%
- Assiniboine Birdtail 25%
- Little Saskatchewan River 25%
- Shell River 12%

Procedure:

The AWWD Administrator will deposit surplus local levy dollars into secured interest bearing accounts in the second quarter of the fiscal year.

Assiniboine West Watershed District		Policy Directive
Section 3.12	Date Approved April 16, 2024	Revision No.1
Mileage Rates	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Policy:

Assiniboine West Watershed District staff and members shall be compensated for use of personal vehicle while conducting District business at a rates per kilometer which is set and maintained by the provincial government.

Procedure:

- Mileage Rates used by Assiniboine West Watershed District will match Provincial Rates
- Mileage begins at the office of employment or from a location which is most logical to minimize district expense. Allowances can be given with supervisor permission ahead of time.
- Mileage rate for hauling a trailer or equipment is regular rate plus 25%

Assiniboine West Watershed District		Policy Directive
Section 3.13	Date Approved April 16, 2024	Revision No. 2
Meal Rates	Board Chairperson Darcy Oliver	Date Issued Date of Revision January 20, 2026
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Policy:

Assiniboine West Watershed District staff and members shall be compensated for out of pocket expenses for meals when on district business outside the district

Procedure:

The board and staff may be reimbursed for meals incurred while on duty for the conservation district. Staff expenses must be cleared by their supervisor; but in general meals for staff while within the district are the staff’s responsibility and will not be paid for by the district unless approved by the board.

Meal rates will be as follows:

With receipts only to a maximum of: \$15.00 Breakfast
 \$20.00 Lunch
 \$30.00 Supper

Assiniboine West Watershed District		Policy Directive
Section 3.14	Date Approved April 16, 2024	Revision No.1
Financial Reporting	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Policy: Provincial grants are conditional upon receiving accurate and complete financial reports by reporting deadlines.

Financial reports and budgets are to be submitted in the prescribed format provided by Watershed Districts and Programs, and follow the current schedule provided by watershed planning and programs.

Assiniboine West Watershed District		Policy Directive
Section 3.15	Date Approved April 16, 2024	Revision No.1
Staff Expenditure limit and Acquisition of Assets	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Policy:

The Assiniboine West Watershed District authorizes the General Manager a maximum limit of \$5000 and regional managers a maximum limit of \$500 for expenditures and assets without prior authorization from the Board.

Procedure:

Staff Expenditure Limit

Expenditure in excess of \$5000. must be approved by the Board. In case of an emergency expenditure, the Manager will inform the Board as soon as possible and seek a motion to be ratified at the next regular meeting.

Acquisition of Assets

For any assets in excess of \$5000. staff must get a minimum of 3 quotes if available prior to any purchase being made.

Acquisition of Services

The purchases of services over \$2500.00 will be based on an informal tendering process that Assiniboine West Watershed District has developed over many years of program delivery.

- Companies wishing to work for the district will provide current rate schedules at the beginning of the construction season.
- Companies will be engaged based on hourly rates, proximity to job location, and availability first, but secondly work history and access to appropriate equipment will also be factors considered in the hiring process.
- All service providers will show proof of liability insurance and WCB.

Assiniboine West Watershed District		Policy Directive
Section 3.16	Date Approved April 16, 2024	Revision No.1
Credit Cards	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Policy:

Credit cards will be used by staff to carry out AWWD business.

Procedure:

AWWD credit card invoices will be presented to the Administrator as they are charged and the statement will be reviewed by the Administrator, with receipts attached, and signed. The Board will review the statements at each board meeting. The employees are authorized to use the AWWD credit cards.

One credit card will be assigned to each office. Oak River and Inglis Offices will have a \$5000.00 limit and the Miniota Office will have a 10,000.00 limit. The cards will be in issued in the names of the general manager and regional managers of Inglis and Oak River offices.

Assiniboine West Watershed District		Policy Directive
Section 3.17	Date Approved April 16, 2024	Revision No.1
Variety of Bank Accounts	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Policy:

The Assiniboine West Watershed District will maintain a main bank account. A separate bank account may be opened if requested by an external funding partner. All bank accounts will be approved by motion of the Board. Separate bank accounts are not required to isolate reserve accounts provided they are reflected in the General Ledger.

Procedure:

The list includes but may not be limited to the following accounts:

- General Cheque account
- Savings accounts
- American
- Reserves

External funding account (if requested)

Assiniboine West Watershed District		Policy Directive
Section 3.18	Date Approved April 16, 2024	Revision No.1
Banking Services	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

AWWD funds will be deposited and held at the Miniota Branch of the Fusion Credit Union.

The Administrators will have full access and management to the Watershed District accounts, financial records and statements.

The General Manager and Regional Managers may request financial records and statements from the Administrator for reporting purposes, but may not make withdrawals from the accounts, open or close bank or credit card accounts, or change account details. Regional managers may make deposits to the accounts when funds are received at the regional offices.

Board members designated with signing authority may sign cheques and invoices for all disbursements.

The variety and cost of banking services available should be reviewed every 3 years by Administration and the Board and the choice of financial institution should be confirmed or changed by the Board, if necessary.

Assiniboine West Watershed District		Policy Directive
Section 3.19	Date Approved April 16, 2024	Revision No.1
Audits	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

The WD will have a complete audit at the end of each fiscal year and letters of tender should be submitted to three firms, if available.

The audit will be conducted in accordance with standard audit procedures. The auditors for the WD will be appointed annually by the Board.

General audit requirements that should be specified in letter of tender include the following:

- On-site audit at the AWWD office,
- 6 bound copies of financial statements;
- 2 unbound copies of financial statements;
- 1 pdf file of financial statements;
- Presentation of completed financial statements to Board at earliest available Board meeting; and
- Annual audit is required to be completed in a timely manner to be reviewed by the Board before submission deadline to the Watershed Districts and Programs.

Board approved audits will be submitted to the Watershed Districts and Programs, no later than July board meeting annually.

Policy:

As per The Conservation Act, the Board shall have an audit completed annually on the WD accounting records.

Procedure:

The WD will have a complete audit at the end of each fiscal year. The audit will be conducted in accordance with standard audit procedures. The Board will request quotes for the annual WD audit every three years.

Board approved audits will be submitted as per provincial timelines.