



# HIGHWAY 14 REGIONAL WATER SERVICES COMMISSION

## POLICY AND PROCEDURE HANDBOOK

### FINANCIAL

#### POLICY: QUARTERLY FINANCIAL REPORTING

##### Policy FIN 1.01

#### Policy Statement

To enhance public accountability and ensure prudent resource management, the Board will review and approve the Management Report on a quarterly basis.

#### Guidelines

1. The CAO will present a quarterly management report to the Board. This report will include the quarterly financial statements/schedules and an update on the status of the strategic initiatives.
2. The quarterly report will be presented for the periods ending March 31, June 30 and September 30. The financial statements/ schedules will be un-audited.
3. The annual audited financial statements will be presented to the Board for the year ended December 31.

DIRECTOR'S APPROVAL MOTION #

**13-14**

CHAIRPERSON

DATE

*[Handwritten Signature]* *March 13 2013*