

Wahnapiitae First Nation Financial Policy

Amended by Band Council Motion: #WFN BCM 22/23-11-303
At Chief and Council Meeting of November 8, 2022

Amended by Band Council Motion: #WFN BCM 22/23-06-131
At Chief and Council Meeting of June 28, 2022

Amended by Band Council Motion: #WFN BCM 19/20-04-014
At Chief and Council Meeting of April 18, 2019

Amended by Band Council Motion: #14/15 – 02
At Chief and Council Meeting of April 8, 2014

Amended by Band Council Motion: #06/53
At Chief and Council Meeting of June 26, 2006

Amended by Band Council Motion: #06/32
At Chief and Council Meeting of May 8, 2006

Amended by Band Council Motion: #04/73
At Chief and Council Meeting of October 18, 2004

Review & Amendment: This Policy will be reviewed and can be amended from time to time by Chief and Council.

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Enabling Legislative Clause

It is recognized that no legislation is currently in place on which to enable this policy document. Until such time as legislation is identified, the following clause shall be deemed the binding legislation and established by the inherent right of the Wahnapiatae First Nation to create its own laws of governance and accountability;

“This Financial and Procedural Policy shall be in compliance with the Values and Principles endorsed by Wahnapiatae First Nation”

It is intended to set operational binding guidelines respecting leadership roles and management, administration and accountability of the Wahnapiatae First Nation and to make related enhancements or amendments to other policies of the First Nation.

Preamble and declaration

Declaration of Values and Principles

The Wahnapiatae First Nation have decided to review and amend their current Financial Policy to better reflect the operational requirement for today's business and to foster efficient and effective open government.

This philosophy of the First Nation has been consistent in values and principles with equality service and governance for membership and improved quality of life of First Nation Members as constant corner stones of their goals and aspirations.

To achieve this, the Council is committed to the continued reviews and improvements to the public service organization and its service quality.

Purpose

The purpose of this financial and procedural policy is to provide guidance, assistance, and accountability to the users of the accounting systems. The users include the elected Council, the Executive Director, Department Directors, program Managers, other employees, committees, the Wahnapiatae First Nation Membership, and other mandated authorities of the Wahnapiatae First Nation Council.

It is to promote efficiency of operations, to ensure consistency in the preparation and processing of financial information and to ensure timelines of the provision of information to Council and operating personnel.

Protection of Financial Resources

Policy

The Chief & Council of Wahnapiitae First Nation has a duty to protect the financial resources of the First Nation to ensure its viability; financial resources of the First Nation include all band owned entities;

Procedure

The Chief & Council will attend to protection of the First Nation's financial resources through:

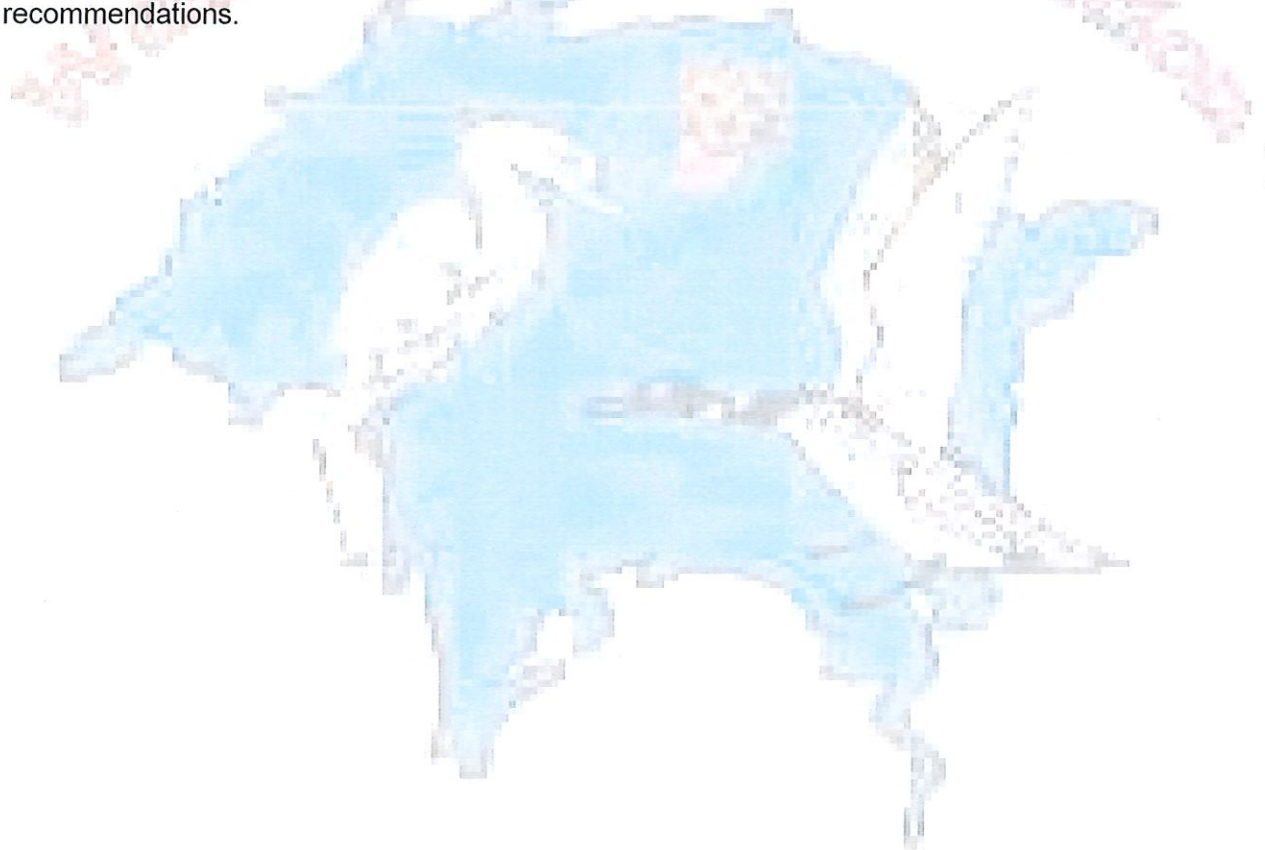
1. The development and application of criteria for evaluating budgets;
2. The development, application, and regular review of policies regarding the management of:
 - a. income and expenditures;
 - b. assets and liabilities;
 - c. reserves;
 - d. potential risks (e.g., loss of staff, loss of funding, theft, liability, etc.);
 - e. Insurance coverage;
 - f. contracted services.
3. The Finance Director to provide presentation, at least quarterly, of written reports regarding the management of income, expenditures, assets, liabilities, and reserves including those in excess of 90 days.
4. The review, at least annually, of written reports regarding the management of potential risks;
5. Ensuring that an annual external audit of all First Nation accounts is carried out in a timely manner.
6. Ensuring that all council members, including Chief, must all sign a letter of direction and also approve a band council resolution to open or close any Wahnapiitae First Nation bank accounts.

The financial statements of all First Nation accounts are to be prepared in accordance with Canadian generally accepted accounting principles (GAAP) for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants.

Finance and Audit Committee Meetings

Financial issues related to the administration of the Wahnapiatae First Nation will be discussed at a Finance and Audit Committee Meeting. The Finance and Audit Committee will be chaired by the appointed Councillor and may be attended by the Executive Director, Finance Director and by any Program Directors as determined by the chairperson. The Chief and Councillors of the Wahnapiatae First Nation may attend to present or represent funding requests or desired changes to the operational budgets.

The Finance and Audit Committee meetings will be held on a quarterly and annual basis. . Issues that may be discussed include review and preparation of recommendations to Chief and Council of budgets, quarterly statements, annual statements and annual reports. , as determined in the Finance and Audit Committee Terms of Reference. The Chair shall ensure minutes of the Finance and Audit Committee meetings are maintained and is responsible for appropriate reports to Executive Director and Council. Recommendation made by the Committee shall be reviewed and approved at a regular meeting of Chief and Council with opportunity to review, revise the recommendations.



Budgets: Evaluation Criteria & Process

Policy

In order to ensure the ongoing financial viability of the First Nation, Wahnapiitae First Nation will, through the course of the fiscal year, prepare various budgets, including an annual First Nation operating budget. These budgets will be prepared in accordance with certain evaluation criteria.

Procedure – Budget Development

An annual planning session will be held within the timeframe set out in the annual planning and budget calendar. The planning session will generally include:

- Chief & Council, Finance Director, Finance and Audit Committee members, the Executive Director, and other appropriate staff
- Development or communication of operational goals and objectives based on priorities established by the Chief & Council
- Presentation of budgeting calendar
- Development or update of key budget assumptions, constraints, and cost drivers for the current year
- Development or update of strategic plan, goals, and objectives

Based on the annual planning session, the initial operating budget estimates will be prepared or updated accordingly. Any projected deficit must be accompanied by a report prepared by the Finance and Audit Committee that outlines the contributing factors and circumstances and the plan by which it will be eliminated in a future year. The draft budget will be presented at a Finance and Audit Committee meeting so that it may be discussed, and recommendation provided to the Chief & Council.

The draft budget timeline is as follows:

- On or before January 31st of each year, the Finance Director must prepare and submit to the Finance and Audit Committee for review, a draft annual budget for the next fiscal year.
- On or before February 15^h of each year, the Finance and Audit Committee must review the submitted draft annual budget and recommend an annual budget to the Chief & Council for approval.
- On or before March 31st of each year, the Chief & Council must approve of the final draft budget for the next fiscal year.

Procedure - Evaluation Criteria

These budgets will be evaluated by the Chief & Council using the following criteria:

- they represent the programs and services in support of the priorities of the First Nation's Strategic Plan;
- they contain sufficient detail to project realistic revenues and expenses matched, where appropriate, to programs and funding sources;
- they are prepared and presented in accordance with generally accepted accounting principles and practices;

- they include a comprehensive representation of the First Nation's anticipated revenue and expenditures segregated by significant category, based on contractual obligations and previous experience;
- any anticipated annual and accumulated surplus or deficit, and the application of year-end surplus.

Procedure - Evaluation Process

The Executive Director, Finance Director, relevant program staff, in conjunction with the Finance & Audit Committee, will present financial reports for information and approval by the Chief & Council as part of the Finance Director's report.

These reports will include monthly and, more comprehensive, quarterly budget reviews by management staff, the Finance & Audit Committee, and the Chief & Council using written financial statements which contain comparative statements of revenues and expenditures to fully state the financial position of the First Nation.

The budget reviews will include:

- Comparative Statement of Revenue and Expenditures including:
 - year-to-date actual;
 - prior year's actual;
 - current year budget;
 - current full year projection (variances between current year budget and current full year projection must be approved by the Chief & Council).
- Comparative Statement of Financial Position (i.e., balance sheet, assets and liabilities including reserves) including:
 - most recent month-end position;
 - position as at the end of the previous year;
- Executive Director's Report as it pertains to possible financial implications:
 - compliance & serious occurrences;
 - risk identification;
 - work environment;
 - community profile;
 - funding and/or unexpected expenditures;
 - other matters having a possible financial implication.

Budget variances will be communicated in writing to funding sources where required by contractual agreements.

Procedure - Amendments

Amendments to budgets are limited to situations where the projected revenues or expenditures of the First Nation differ by a materiality threshold of \$50,000.00 or to the expenditure priorities of Chief & Council.

Budget amendments above the approved annual materiality threshold will be brought to the Finance and Audit Committee for review and recommendation to The Chief & Council.

Financial and Operation Reporting

Policy

The Chief & Council of Wahnapiatae First Nation has a duty to be transparent and accountable for the Financial Operations of the First Nation. This policy will allow for the timely, accurate, and relevant financial and operational information to be provided to decision makers.

Procedure

Financial Reports List

The Chief & Council and the Finance and Audit Committee, with the assistance of the Finance Director are responsible for the preparing a list of all financial statements and reports that are to be prepared on a regular basis.

The financial reports list must include the required monthly financial information, as well as quarterly and annual financial statements.

Monthly financial reports prepared by the Finance Director will be tailored to the needs of the First Nation for monitoring purposes in the form and content recommended by the Finance and Audit Committee and approved by the Chief & Council. The monthly financial reports will be provided to the Finance and Audit Committee to provide recommendation and approved by the Chief & Council.

If the First Nation has borrowed funds from the FNFA secured by other revenues, these other revenues must be accounted for and reported on separately.

For each report or financial statement listed, the following information must also be identified:

- a brief description or contents of the report
- the person responsible for its preparation
- when it is to be made available and its frequency
- the report's distribution list

The Finance Director will review and update the financial reports list quarterly and annually and submit the list to the Finance and Audit Committee quarterly and annually for their review and recommendation.

The Chief & Council will review and approve the financial reports list quarterly and annually.

Financial Statement Preparation

The Finance Director will prepare monthly information on the financial affairs of the First Nation, its quarterly and annual financial statements, and any other financial reports listed in the approved financial reports list.

Quarterly financial statements will be provided to the Finance and Audit Committee no later than 45 days following the end of the quarter for which they were prepared. The Finance and Audit Committee will provide their recommendation to the Chief & Council no later than 60 days following the end of the quarter. Chief & Council will approve of the statements no later than 90 days following the end of the quarter.

Each quarterly financial statement will include the following:

- a statement of revenue and expenditures containing a comparison to the approved annual budget
- a statement of financial position
- if the First Nation has borrowed funds from the First Nations Finance Authority secured by other revenues: Financial information other revenues to secure FNFA Loans
- any other information requested by the Finance and Audit Committee or Chief & Council

Each annual financial statement will include the following for the First Nation:

- the financial information and disclosures for the First Nation for the fiscal year prepared in accordance with Canadian GAAP
- a special purpose report setting out the information required in the Financial Administration Law (Reporting of Remuneration and Expenses)
- any other report required under the Act or an agreement

Annual financial statements will be presented to the Finance and Audit Committee no later than 90 days following the end of the fiscal year for which they were prepared.

The Finance and Audit Committee will review the annual financial statements, the accompanying information and the Finance Director's comment(s) and recommendation(s). Subsequently, the Finance and Audit Committee will forward the financial statements, accompanying information, and its comment(s) and recommendation(s) to the Chief & Council no later than 105 days following the end of the fiscal year for which they were prepared.

The Chief & Council will review the annual financial, the accompanying information, and the recommendation(s) of the Finance and Audit Committee and the Executive Director and approve no later than 120 days after the fiscal year end.

If the financial statements are not approved by the Chief & Council, a documented rationale will be communicated to the relevant Director(s) for corrective action. The financial statements will be re-submitted for approval within the timeframe stated by the Chief & Council.

A "financial reporting record" file will be created for each annual financial statement. The financial statement record file will at a minimum contain the:

- financial statements presented to the Chief & Council for approval
- record of, or reference to the Chief & Council's decision to approve or not approve the financial statements, the Finance and Audit Committee's recommendation(s), and the Director of Finance's recommendation(s)

The financial reporting record file will be classified as confidential and secure, and maintained accordingly

The annual financial statements will be made available to all members of the First Nation no later than 180 days after the end of the fiscal year and presented at the annual general membership meeting in the following fiscal year in which the statement was prepared.

Fiscal Year

The fiscal year of the First Nation will be the period beginning on April 1st and ending on March 31st of the following year.



Income & Expenditures

Policy

Wahnapitae First Nation follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

Revenue is recognized as it becomes receivable under the terms of applicable funding agreements. Funding received under the funding arrangements which relates to a subsequent fiscal period is reflected as deferred revenue in the year of receipt and classified as such on the statement of financial activities.

Restricted investment income is recognized as income in the year in which the related expenses are incurred. Unrestricted investment income is recognized as income when earned. Income is recognized on the accrual basis. Donations and memberships, which are voluntarily made, are recognized when the First Nation has virtual certainty that they will be received.

Procedure

The Executive Director, Finance Director, in conjunction with the Finance & Audit Committee, will ensure that:

- All income is recorded promptly and correctly;
- Control of direct cash receipts from Wahnapitae First Nation members through the reception desk, and the following will be the specific procedures for cash receipts to ensure proper segregation of duties:
 1. All types of payments will be tracked manually with pre-numbered receipts, to ensure all payments are documented,
 2. The person receiving the payment will re-count the amount given by the member or customer,
 3. A receipt will ALWAYS be given to the member or customer for cash payments,
 4. Cheques should be endorsed immediately,
 5. Reception will deliver the cash or cheque to the finance department with the appropriate receipt,
 6. The finance department will deposit the cash and/or cheques,
 7. The Finance Director will verify the amount per report and attached documentation (copies of cheques and receipts) and match the amount per the report to the deposit slip.
- Receipts are deposited weekly;
- Special funds are deposited to the appropriate special account(s);
- Ledger accounts are maintained to segregate receipts by funding source and nature;
- Unrecorded receipts are accrued for the period in which they were earned;

- All expenditures are recorded as incurred;
- All expenditures for a specific program are charged to that specific program;
- The cheque requisitions must be provided to the Finance Department with clear itemization of expenditures.
- All expenditures must be for First Nation business only, and not personal in nature;
- The refundable portion of the invoiced Harmonized Sales Tax (HST) is excluded from the expense and recorded as a receivable from the Canada Revenue Agency.



Assets and Liabilities

Policy

Wahnapi'tae First Nation through, the Executive Director (or designate), will:

1. maintain control of the First Nation's assets in order to protect their existence, condition, and value;
2. ensure that all liabilities are reflected in the accounts and properly discharged in a timely manner.

Procedure

The Executive Director (or designate) will ensure that:

1. All bank accounts are reconciled monthly;
2. All petty cash funds are balanced by the Finance Director who is a person other than the custodian, who is designated as the receptionist, at least once per quarter;
3. Excess funds are invested in chartered bank grade instruments for a period no longer than 1 year;
4. Receivables and deposits are valid current and collectable;
5. Prepaid assets have future value to the First Nation;
6. Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land and landfill sites, are amortized on a straight-line basis over their estimated useful lives as listed in the Tangible Asset Table (Appendix A), in accordance with to the Tangible Capital Asset Policy;
7. All First Nation liabilities are recorded in the general ledger;
8. Liabilities are being paid within 90 days, except for aged items which are not being paid, for cause;
9. All accruals are being recorded within 90 days and paid when due;
10. All changes to deferred income and restricted reserve accounts are reported to Chief & Council;
11. No creation or allocations of net asset reserves are made without the prior approval of the Chief & Council;
12. An assessment of potential risks to the First Nation be they financial, personnel, economic, environmental, or political in nature, are provided to the Chief & Council.

Additionally, the First Nation's management staff will:

1. Not allow unauthorized personnel access to material amounts of funds;
2. Ensure sufficient maintenance and prevent improper usage of the facility and equipment;
3. Not unnecessarily expose the First Nation, its Chief & Council, or staff to claims of liability;
4. Not make nor commit the First Nation to an expenditure outside of the approved budget without Chief & Council approval;
5. Not invest or hold operating capital in financial institutions other than chartered banks, unless duly approved by a motion of the Chief & Council;
6. Not acquire, encumber, or dispose of real property without a duly approved motion of the Chief & Council.



Reserve(s)

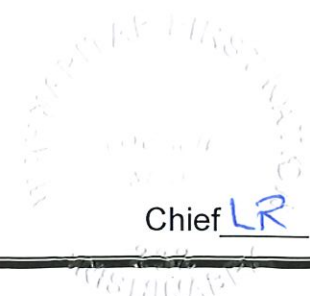
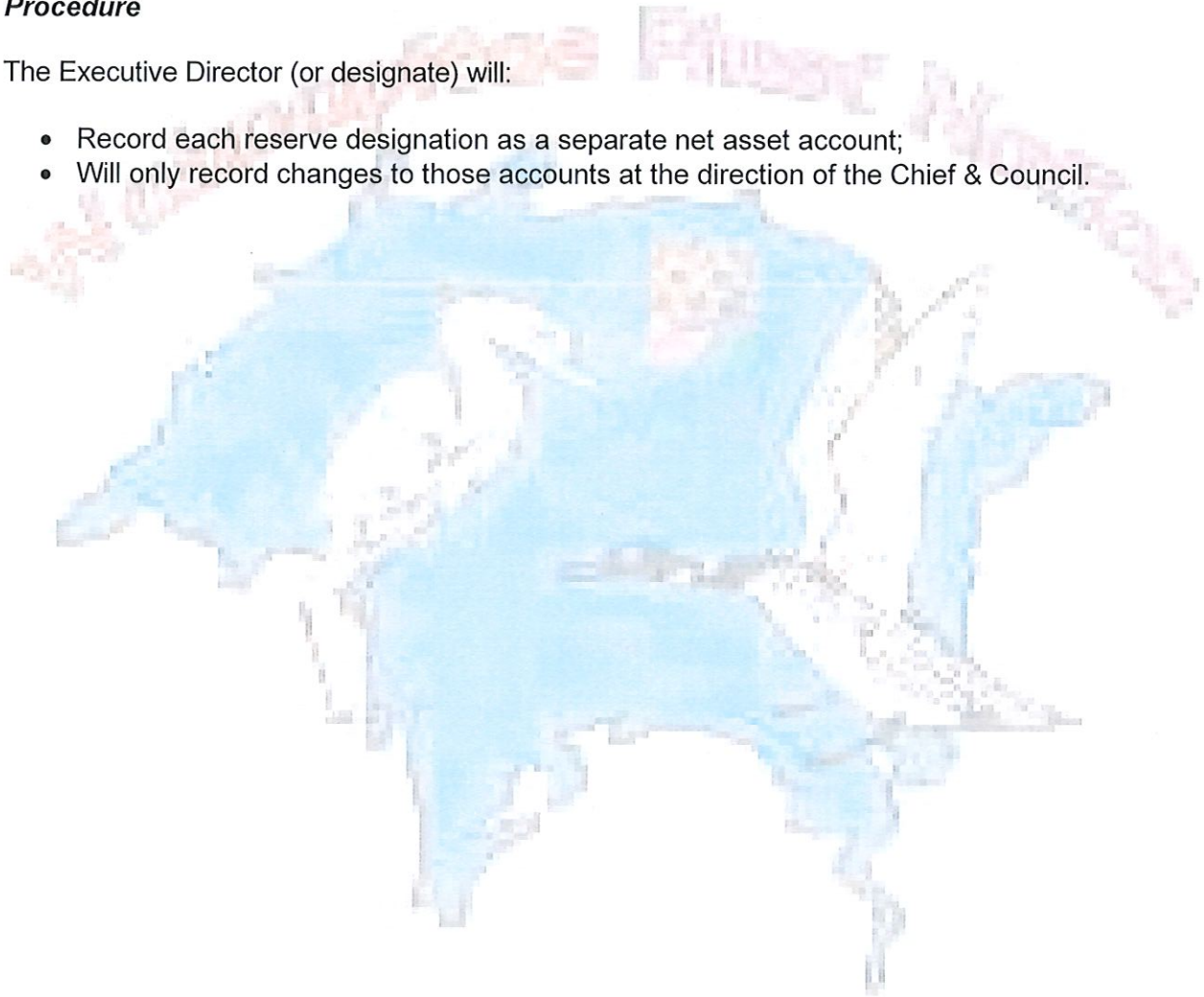
Policy

The Chief & Council of Wahnapiatae First Nation, in order to set aside funds for specific purposes, may from time to time designate a portion of the First Nation's net assets as reserved for the specified purpose. The Chief & Council or the Executive Director only may authorize the release of the reserve(s) either to the specific purpose or back into the general net assets.

Procedure

The Executive Director (or designate) will:

- Record each reserve designation as a separate net asset account;
- Will only record changes to those accounts at the direction of the Chief & Council.



Risk Management

Policy

The Chief & Council, the Executive Director, all management and program staff of Wahnapiet First Nation will be mindful of potential risks to the First Nation and endeavour to identify such risks and be proactive in order to mitigate any loss or damage to the First Nation.

Such potential risks may be, but are not limited to, the following:

- Financial,
- Personnel,
- Economic,
- Environmental, or
- Political.

Procedure

The Chief & Council will review, at least annually (at the times of the approval of the annual operating budget and when reviewing the financial statements of the First Nation with the First Nation's duly appointed Auditors), written reports regarding the management of potential risks. On an ongoing basis:

- First Nation staff, who are assigned to assess the project risk, will identify potential benefits,
- The designated employee(s), who are assigned to the task, will not only identify quantitative factors, but will also identify qualitative factors when evaluating potential benefits and risks.
- When the First Nation staff identify potential risks, they will advise the Executive Director who will advise the Chief & Council of the nature of the risk and the potential damage to the First Nation. When a member of Chief & Council identifies a potential risk, they will advise the Chief & Council of the nature of the risk and the potential damage to the First Nation.

Once Chief & Council have received the information about the nature of the risk and the potential damage to the First Nation, a copy will be provided to the Executive Director and appropriate departments will be informed.

Insurance Coverage

Policy

Wahnapi'tae First Nation will maintain adequate insurance coverage to safeguard the First Nation assets.

Procedure

The Executive Director (or designate) will ensure that the First Nation has adequate insurance coverage for its operations, staff, volunteers, and Councillors, including:

- Comprehensive General Liability
- Cyber Liability
- Accidental Death or Dismemberment Liability
- Tenant's Legal Liability
- Office Contents (including theft, robbery, fire, etc.)
- Off-Premises Property
- Extra Expense
- Accounts Receivable
- Valuable Papers
- Transit
- Depositor's Forgery
- Outdoor Signs
- Loss Inside/Outside Premises - Broad Form (Money & Securities) (including bonding)
- Money Orders & Counterfeit Paper
- Professional Liability
- Directors' & Officers' Liability
- Errors & Omissions - Employee Benefit Program
- Commercial Building (including fire)
- Gross Earnings
- Computer System
- Blanket Position Bond

The Executive Director or designate will go to market every three (3) years for competitive prices.

Investment Policy

Policy

The First Nation may hold investments at any institution with Canadian Deposit Insurance Corporation coverage (C.D.I.C.) to a maximum of the amount of C.D.I.C. coverage, or hold investments with an institution with Assuris coverage to the maximum of the Assuris coverage.

Procedure

The First Nation may also hold investments at any of the five major Canadian banking institutions (TD, Royal, Bank of Montreal, BNS and CIBC) to a maximum limit of two million dollars, as long as the investment is regulated by the bank.

1. Authorization regarding any investment purchase will require a band council motion.
2. Authorization regarding any investment greater than \$400,000 will require approval from general membership.
3. The Finance Director, along with the Finance & Audit Committee, will work with a certified investment consultant to ensure the investment objectives (listed below) are met.
4. Please refer to "Risk Management" section for additional guidance.

Investment objectives:

1. The investment must be managed in such a way as to provide sufficient income to membership, such as, but not limited to, programming dollars and reinvestment opportunities.
2. Where possible, the value of the assets should be enhanced so as to at least keep pace with inflation over the longer term.
3. We will maintain conservative growth strategy objectives:
 - a) Invest in low risk to medium risk opportunities,
 - b) Achieve a reasonable pay-back period,
 - c) Achieve a positive rate of return, and
 - d) Ensure the investment opportunity has positive net present value (after tax).
4. We will achieve maximization of total return and preservation of capital without undue exposure to risk within the parameters specified:
 - a) Protect principal amount of investment,
 - b) Protect purchasing power of the First Nation (limitation of overall risk), and
 - c) Seek to limit volatility.

Cheque Signing Authority

Policy

Wahnapitae First Nation will ensure that appropriate cheque signing authority is followed to safeguard First Nation assets.

Procedure

The Chief & Council will annually review and approve First Nation Signing Officers. First Nation Signing Officers may include, but are not limited to all Chief & Council and Executive Director. Two signatures/authorizations are required on all company cheques and Electronic Fund Transfers (EFTs), and any two signing officers may review and approve payments, with the following exceptions:

- 1) Executive Director expenditures must be reviewed and signed by at least one of the following: Chief and/or any Council member. Any cheques issued to the Executive Director must be signed by Chief and/or Council; the Executive Director cannot sign cheques issued to themselves.
- 2) Department Managers may approve their own departmental expenditures on amounts less than:
 - a) \$1000 during their 6-month probationary period
 - b) \$5000 after their probationary period and under 1-year of employment with written approval by the Executive Director
 - c) \$10,000 after 1-year of employment with written approval by the Executive Director
- 3) The Executive Director may approve all departmental expenditures on amounts less than \$25,000.
- 4) Extraordinary expenses must be reviewed and signed by at least one of the following: Chief and any Council member. An extraordinary expense is defined as any payment of an amount greater than \$25,000, with the exception of Receiver General payments, weekly, or any payment within an approved budget.
- 5) Expenses that in an amount greater than \$25,000 must have a band council motion or a band council resolution attached as additional documentation, with the exception of Receiver General payments.
- 6) Membership approval is required for non-program expenditures for any amounts greater than \$400,000 other than in the case of an emergency or situation where community safety is put at risk.

Corporate Credit Card

Policy

Wahnapitae First Nation will ensure that appropriate use of First Nation credit card is followed to safeguard First Nation assets.

Procedure

Any balance on the corporate credit card will be paid in full on a monthly basis, and disbursements will be subject to the ***policy Cheque Signing Authority***. Wahnapitae First Nation will ensure that any personal expenditure done on the corporate credit card will be charged back to the employee.

A corporate credit card account may be issued at the discretion of Chief & Council and the Executive Director, with an established limit to the related individuals:

1. Chief
2. Executive Director
3. Lands and Resource Director
4. Health Director
5. Infrastructure and Development Director
6. Education Director
7. Band Representative Supervisor
8. Asset & Procurement Coordinator
9. Communications & Governance Director

Contracted Services

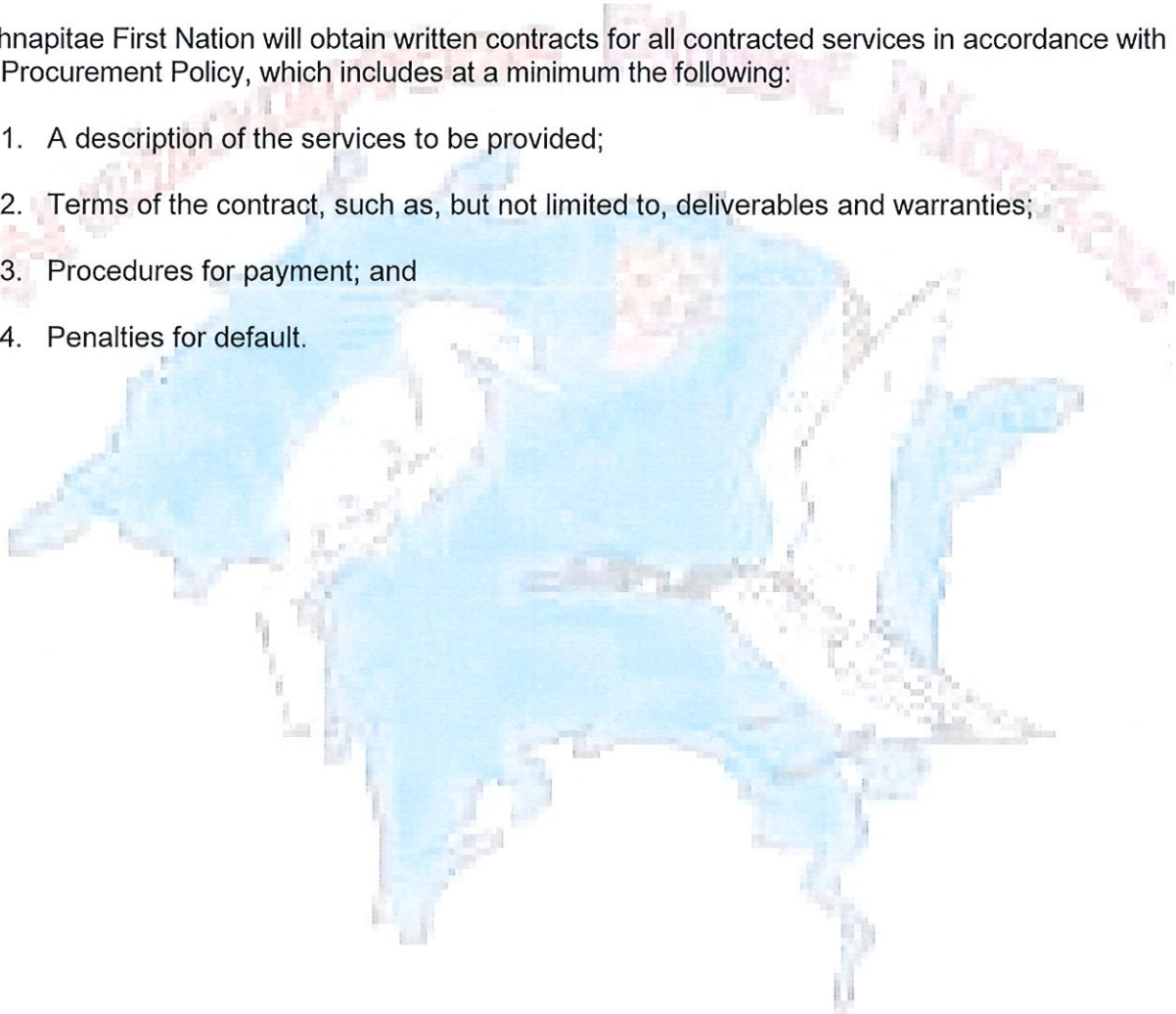
Policy

Wahnapitae First Nation will ensure that there is written documentation for all contracted services. Contracted services may include professional consultants, service delivery and administrative functions.

Procedure

Wahnapitae First Nation will obtain written contracts for all contracted services in accordance with the Procurement Policy, which includes at a minimum the following:

1. A description of the services to be provided;
2. Terms of the contract, such as, but not limited to, deliverables and warranties;
3. Procedures for payment; and
4. Penalties for default.



Honoraria

Policy

Wahnapiṭae First Nation will ensure that there is written documentation for all paid honoraria. Honorarium payments may include payments to Chief & Council, other committee participants and to an individual or group in recognition of the contribution of gratuitous services to the community.

Procedure

Any meeting that an individual attends must be a registered duly convened meeting and there must be evidence of attendance at the meetings.

Wahnapiṭae First Nation' policy on honorarium payments is based on the following thresholds:

For Councilors:

1. 0 to 4 hours - \$300.00
2. 4 to 6 hours - \$350.00
3. Day - \$400.00
4. Overnight - \$500.00

For Trustees:

1. 0 to 4 hours - \$200.00
2. 4 to 6 hours - \$250.00
3. Day - \$300.00
4. Overnight - \$400.00

For Committee members:

- \$100 per meeting

If the duties and responsibilities of a staff member is to participate on any committee, that staff is not eligible for an honorarium.

For more clarity, if a staff member is on a committee, that is outside of their duties and responsibilities, that staff member may claim an honorarium. Example: Housing Coordinator cannot claim an honorarium for being part of the Housing Committee as this is part of their duties and responsibilities, but if the Housing Coordinator was on the Cultural Committee, the Housing Coordinator could claim an honorarium as this is not part of their duties and responsibilities.

Individual providing an Opening / Closing (includes smudging)

- Opening \$100.00
- Opening and Closing and other duties during the event \$200.00

Unpaid Traditional Practitioner, knowledge sharing, pipe ceremony, sweat lodge, knowledge teachings or facilitating a cultural workshop

- \$300.00 Half day (0 to 4 hours)
- \$500.00 Full day

Honorariums will not be provided to paid services.

Travel expenses

Policy

Wahnapitae First Nation will ensure that there is written documentation for all paid travel expenses. Travel claim payments may include payments to Chief & Council, Trustees, committee participants, members, and employees.

Procedure

Direct related costs will be paid out at the rates as prescribed under Canada Revenue Agency (CRA) guidelines and can be adjusted at the discretion of the Executive Director; any adjustments will be dependent on the source or program sponsor:

- Meals will be reimbursed at the current CRA rates (meals will only be reimbursed for out-of-town travel, unless otherwise approved).
- Actual mileage will be paid at a rate as set by the current CRA rates from the departure location; however, if the mileage is being reimbursed by a different company, then the mileage will be paid at the reimbursing company's rates.
- The value of the mileage claimed cannot exceed the cost of airfare and ground transportation associated with air travel for the same journey.

Chief and Council

Chief and Council may claim mileage from their primary residence to the location of scheduled meeting that they attend on behalf of Wahnapitae First Nation, for business purposes.

Trustees

Trustees may claim mileage from their primary residence to the location of scheduled meeting that they attend on behalf of Wahnapitae First Nation, for business purposes.

Committee Members

Committee members may claim mileage from their primary residence to the location of the scheduled committee meeting.

Employees

Travelling expenses shall be approved in advance by the Department Director, and in the event of absence of the Departmental Director, then the Executive Director shall approve the advance. Advance travel claims must be submitted no less than one week prior to departure for out-of-town travel.

Travel advances shall be used to cover expenses incurred on Wahnapitae First Nation business, such as out-of-town expenses, in-town expenses, travel, meals, and accommodations.

If the First Nation requires that employees go out of town for business purposes, the employee shall receive an advance payment; however, it is the employee's/Wahnapiatae First Nation delegate's responsibility to ensure prompt remittance of related receipts are given to the Finance Department within seven (7) days upon returning from the meeting.

It is expected that a band vehicle is to be used, unless one is not available. If the employee chooses to use their own vehicle, when a band vehicle is available, milage may be paid at a reduced rate, unless otherwise approved.

If travelling the direction already and not returning to the Wahnapiatae First Nation administration building, then mileage will be paid for one direction only and not a return trip, unless otherwise approved.

If travelling directly from your residence during regular business hours, and the travelling distance is less than the travelling distance from your residence to the administration office, milage will not be reimbursed. If travel is greater than the travelling distance from your residence to the administration office, the amount over and above will be reimbursed, unless otherwise approved.

Private Vehicles

Individuals using a private vehicle for work related travel must have the minimum insurance coverage legally required for work related use by their province or territory of residence. The First Nation will not be held responsible for any claims, accidents or damage to a private vehicle.



Wahnapiatae First Nation
Chief LR

Appendix A

Tangible Asset Table

Primary Category	Sub-Category	Examples	Threshold	Pooled	Useful Life (Years)
Land	Land	Land purchased- on and off reserve Land donated – on and off reserve	All		Infinite
	Land Improvements	Fencing and gates, parking lots, paths and trails, landscaping, sports fields, site preparation and playgrounds	\$10,000		10 – 50
Buildings	Buildings	Community buildings, Band Office, Health Centre, CMHC housing, Rental Housing, Band Owned Housing, storage buildings, residential and office trailers, sheds, fencing, etc	\$10,000		20 – 50
Machinery and Equipment	Light	Ride on mowers, boats, ATV's snowmobiles and generators	\$5,000		6 – 10
	Heavy	Loaders/backhoes, tractors, graders, Pumper truck, etc	\$10,000		8 – 15
Furniture and Equipment	Furniture	Desks, chairs, furniture and appliances	\$2,000		5 – 20
	Equipment	Photocopiers, telephone systems, etc	\$2,000		3 – 10
Computer Equipment	Hardware	Desktops, laptops, servers, scanners, printers, hard drives, modems, tape drives and plotters.	\$2,000	X	3 – 7
	Softwire	Off the shelf software and related upgrades, software licences after removing any maintenance or similar charges	\$2,000	X	1 – 10
Vehicles	Light	Cars, ½ tonne trucks, school bus and vans	\$5,000		3 – 10
	Heavy	1 tonne trucks, garbage packer, dump truck, plow truck	\$5,000		8 – 15
	Trailers	Utility Trailers	\$2,500	X	1 – 10
Roads	Surface	Asphalt and gravel	\$5,000		10 – 25
	Subsurface	Subsurface of road	\$10,000		25 – 50
Bridges	Superstructure	Bridge	\$5,000		30 – 80

	Decks	Bridge	\$5,000		15 – 30
Culverts	Culverts	Concrete culverts	\$5,000		50 – 80
Signage	Signs	Road signs	\$2,500	X	8 – 20
Water and Wastewater Systems	Structures	Plant, intakes, filtration, reservoir, buildings, dam, Bio Solids, Outfall, Septic systems, etc	\$10,000		40 – 50
	Infrastructure	Water/Wastewater mains, hydrants, valves, meters, service lats, pump stations, manholes, sewer lats, lagoons, etc	\$10,000		20 – 50
	Equipment	Electrical, mechanical, instruments, etc	\$10,000		10 – 20
Street lights	Street lights	Outdoor street lights	\$2,500		15 – 30
Landfill site	Landfill site	Designated landfill area	\$10,000		25 – 40

