

1.0 POLICY

Grant MacEwan University will conduct its financial operations in an environment of fiduciary responsibility, fiscal stewardship, best practice and compliance. Financial operations include, but are not limited to, budgets and forecasts, internal controls, cash management, asset management, business operations, and financial reporting.

The University operates under the authority of the Post Secondary Learning Act of Alberta and prepares the consolidated financial statements (MacEwan & Foundation) in accordance with Canadian Generally Accepted Accounting Principles (GAAP).

2.0 RATIONALE AND GUIDING PRINCIPLES

2.1 Purpose

The purpose of this policy is to:

- 2.1.1 Ensure the effective and efficient stewardship of MacEwan funds and resources,
- 2.1.2 Facilitate the achievement of strategic objectives through effective management of and accountability for the financial resources,
- 2.1.3 Provide a foundation for other operational policies, procedures and programs on matters related to financial management.

2.2 Rationale and Guiding Principles

- 2.2.1 MacEwan uses fiscally prudent financial management practices, generally accepted accounting principles, and a proper framework of accountability to demonstrate that all funds are controlled and have been used cost-effectively in providing quality programming and services.
- 2.2.2 The University is committed to conducting business in a fiscally responsible manner under the highest ethical standards. The following principles will guide decisions and actions.
 - 2.2.2.1 Ensure that GAAP, applicable legislation in conjunction with guidance and rulings, MacEwan policies and procedures, and sponsor and donor terms and conditions are complied with;
 - 2.2.2.2 Maintains an appropriate and effective system of internal control that enhances business practices and clearly defines roles and responsibilities and accountabilities;
 - 2.2.2.3 Maximizes the use of available resources;
 - 2.2.2.4 Exhibits fiscal stewardship that is valid and justifiable;
 - 2.2.2.5 Maintains efficient, effective, and transparent processes;

2.2.2.6 Strives towards a best practices approach and leverages technology;

2.2.2.7 Facilitates audit examination and verification of activity.

3.0 SCOPE AND DEFINITIONS

3.1 Scope

3.1.1 This policy provides the foundation for the financial accountability associated with priorities set, allocation of resources, performance of employees and the institution as a whole.

3.2 Definitions

3.2.1 **Fiduciary Responsibility** is the ethical responsibility to effectively manage all resources in a manner that supports and advances the University's mission and the conditions specified by external sponsors, where applicable.

3.2.2 **Fiscal Stewardship** is the responsible management of the University's financial resources.

4.0 REGULATIONS

4.1 Fiduciary responsibility and fiscal stewardship is a responsibility shared entity-wide with Financial Services ultimately accountable for the reporting of the University's financial information of the University.

4.2 **Budgets & Forecasts:** Final budgets are approved by the Board of Governors. Financial stakeholders within the departments are accountable for the preparation of their departments budgets and forecasts. Financial Services is responsible for ensuring the preparation, approval, implementation and monitoring of donations, grants, operating, and capital budgets.

4.3 **Internal Control:** Financial Services will maintain an effective and efficient system of financial internal controls to ensure integrity, accuracy and control of University Assets. Financial Services also provides guidance and direction to departments in the form of policies, procedures, directives and guidelines to assist with ensuring internal control objectives are achieved.

4.4 **Cash Management:** Financial Services will maintain cash management practices that maximize available financial resources and minimize investment risk exposure in accordance with the Board Investment Policy.

4.5 **Asset Management:** Financial Services will record, track and value all tangible and intangible assets.

- 4.6 **Business Operations:** Financial Services will develop, maintain and/or upgrade effective and efficient financial processes to ensure the smooth operation of business processes and to enable the business to meet its strategic objectives.
- 4.7 **Financial Reporting:** Financial Services will prepare complete, accurate and timely internal financial reports, external government reports and annual consolidated financial statements in accordance with generally accepted accounting principles. Management is responsible for the integrity and objectiveness of the statements. In accordance with legislation, MacEwan's financial statements will be audited by the Office of the Auditor General.
- 4.8 Responsibility for compliance with MacEwan policies and procedures extends to all members of the MacEwan community. Non-compliance may create risk for MacEwan and will be addressed accordingly.

FACT SHEET

Relevant Dates

Approved:	2009.10.08
Effective:	2009.10.08
Next Review:	2014.10

Source: Modification History

81.10.22	New Policy approved by Board Motion 14-5-81/82.
87.09.15	Editorial revisions approved by Executive Officers' Committee.
97.10.07	Editorial revisions approved by President's Council.
2003.02.01	Title and format updated – "Vice President, Operations" changed to "Vice President, Resources".
2009.10.08	Revised policy approved by Board Motion 01-10-8-2009/10.
2009.10.08	Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10

Accountability

Office of Accountability:	Vice President University Services
Office of Administrative Responsibility:	Director, Financial Services
Approved By:	Board of Governors
Contact Area:	Financial Services
Authority:	

Related and Associated Matters

Related Policies: D4000 Procurement, D3700 Delegation of Authority, D4200 Fundraising, D1200 Ethical Conduct, D1205 Conflict of Interest and Commitment