 <p>Yukon Workers' Compensation Health and Safety Board</p>	Part:	Finance, Investments & Administration		
	Board Approval:	<i>Original Signed by Chair</i>	Effective Date:	July 1, 2008
	Number:	FA - 03	Last Revised:	
	Board Order:		Review Date:	

BUDGET AND ORGANIZATIONAL CONTROL

GENERAL INFORMATION

Subsection 94(5)(c) of the *Workers' Compensation Act* S.Y. 2008 (the "Act") exempts the Yukon Workers' Compensation Health and Safety Board (YWCHSB) from the Yukon Government Management Board Directives related to budget formulation and expenditure control. This policy will set out the principles and expectations of the administration with respect to budgets and organizational control.

DEFINITIONS

- 1. Strategic Plan:** is the YWCHSB's process of defining the strategic direction for the organization, including evaluating resource allocation.
- 2. Operational Plan:** is the plan of activities involved in running the day-to-day YWCHSB operation in support of the Strategic Plan.

POLICY STATEMENT

As Chief Executive Officer, the President is responsible for the preparation of a corporate administration budget and its presentation to the Board of Directors for approval.

Following the Board of Directors' approval, the President/CEO will have full authority for expenditures as per section 116 of the *Act*. The budget will be approved and expended in two allotments, Operation & Maintenance (O & M) and Capital. Transfer of funds between these allotments will require approval by the Board of Directors.

As per section 116 of the *Act*, the President/CEO may delegate expenditure authority and will do so by establishing a directive.

1. Budget Cycle

The administrative budget will be prepared in accordance with the following annual cycle:

July/August

During July/August, the President/CEO and the senior management team will develop the Operational Plan for the coming year. The Operational Plan will support the Strategic Plan set by the Board of Directors.

September

The President/CEO will present the Operational Plan to the Board of Directors for review.

October

The President/CEO, in conjunction with the senior management team will prepare the O&M and Capital budgets to support the Operational Plan. This budget will be presented to the Board of Directors for the first review.

November

The budget will be presented to the Board of Directors for approval. Revisions will be made and final approval will be provided no later than December 15.

November to March

Each year, the YWCHSB is subject to a financial audit to determine whether the funds were legally spent, whether receipts were properly recorded and controlled and whether financial statements are reliable and complete.

2. Budget Format

The budget will be divided into the O & M budget and the Capital budget.

3. Expenditure Control

In accordance with the YWCHSB directive, "Signing Authority," branch directors will be responsible and accountable to the President/CEO for the expenditure of their approved budget. Branch directors are expected to operate within the approved budget estimates, and all variances will be approved in advance by the President/CEO.

Chair

4. Reallocation

The President/CEO may reallocate funds within, but not between, the O&M and the Capital allotments. Any reallocation must be consistent with the strategic and operational plans of the YWCHSB.

All reallocations shall be reported to the Board of Directors on a monthly basis.

5. Variance Reporting

The corporate administrative variance report will be presented at least quarterly to the Board of Directors and on a quarterly basis to branches.

Non-personnel cost variances that are 10 per cent (10%) over or under the budget will have a narrative explanation for the Board of Directors' review. All personnel cost variances will have a narrative explanation.

6. Financial Reports

The Board of Directors will receive financial reports on at least a quarterly basis.

7. Organizational Structure and Staffing

The President/CEO may reallocate both human and financial resources provided it is in accordance with the strategic and operational plan.

Reallocations which have permanent implications to programs and/or the organizational structure (for example, a temporary position being made permanent) must be approved by the Board of Directors.

APPLICATION

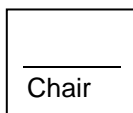
This policy applies to the Board of Directors, President/CEO and staff of the YWCHSB.

ACT REFERENCES

Sections 94 and 116

HISTORY

FN-05, "Budget and Organizational Control", effective November 17, 1993, revoked July 1, 2008.

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