

Board Risk Management and Financial Oversight Checklist

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Risk Management

- Review management's risk management plan to prepare for, prevent and protect the organization from foreseeable and materials risks.
- Ensure the Board and Board committees know their functions and have the skills to perform them.
- Ensure the Board receives quality information and advice, including from management, committees and external experts.
- Ensure the organization meets its contractual obligations to funders.
- Govern the organization by executing the Board's roles and responsibilities.
- Comply with Board and organizational policies and procedures, e.g. Code of Conduct and Conflict of Interest.

Financial Oversight

- Approve annual budget and if applicable, capital budget.
- Monitor financial performance, including variances, reserves and investments.
- Approve and review financial manual (policies and procedures).
 - Levels of approval for expenditures at various amounts, including contracts.
 - Process for monitoring compliance to financial authorities and controls.
 - Whistleblower policy
 - Framework for managing procurement of goods and services.
- Ensure completion of annual audit by independent auditor and follow-up on audit reports.
- Ensure adequate and appropriate insurance given identified and assumed risks.
- Approve and refresh investment policy.

References

1. Lindsay, Hugh. *20 Questions Directors of Not-For-Profit Organizations Should Ask About Risk*. Toronto: Canadian Institute of Chartered Accountants, 2009.
2. Ontario Hospital Association: Governance Centre of Excellence. *Guide to Good Governance – Second Edition*. Toronto: Ontario Hospital Association, 2011.