

Section/Number: Financial Administration – 016	Approval Date: (DD/MM/YY)
Subject: Bonding	Amendment Dates:
<p>Policy</p> <p>Community Government staff must be bonded as required under the appropriate municipal act</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. The Senior Administrative Officer (SAO), any employees responsible for the following duties, and any other Officers or employees as identified by Council must be bonded. <ol style="list-style-type: none"> 1.1. Identified employees will be bonded for an amount deemed to be equivalent to the value of the risks and with the amount of surety that Council determines appropriate. 1.2. Ensuring the safekeeping of all funds, securities and assets of the municipal corporation. 1.3. Collecting and receiving all monies owned by or owing to the municipal corporation; 1.4. Ensuring that all disbursements of the funds of the municipal corporation comply with this Act and any applicable bylaw. 1.5. Ensuring that complete and accurate accounts are kept of all money received and disbursed on behalf of the municipal corporation. 1.6. Ensuring that complete and accurate accounts are kept of all assets and liabilities of the municipal corporation and all transactions affecting the financial position of the municipal corporation. 1.7. Ensuring that the financial statements of the municipal corporation are prepared annually in accordance with this Act and at any times that council may direct. 1.8. Providing the financial information respecting the municipal corporation that the Minister may require. 2. The positions to be bonded are: <ol style="list-style-type: none"> 1. SAO 2. Director of Finance 3. Financial Officers 4. Council Administration Support 5. ... 6. ... 7. Any positions meeting the above criteria. 	
<p>Attachments</p> <p>N/A</p>	

Logo

Community Government Name

References

Cities, Towns and Villages Act

Hamlets Act

Charter Communities Act

Tlicho Community Governments Act