

Appendix 1

FINANCIAL AND GENERAL MANAGEMENT POLICY

REFERENCE	CURRENT POLICY	PROPOSED POLICY
FINANCIAL MANAGEMENT OPERATING POLICY		
3.8.3.4	Organizational structures for financial administration at the branch director level or higher shall be submitted on the recommendation of the deputy minister and the ministry's executive financial officer to the Comptroller General for approval.	Organizational structures for financial administration at the branch director level or higher <u>must be approved by the executive financial officer.</u>
3.8.3.5	Organizational structures for financial administration at the program and regional levels shall be approved by the deputy minister on the recommendation of the ministry's executive financial officer.	Organizational structures for financial administration at the program and regional levels <u>must be approved by the executive financial officer.</u>
8.5, Policy 1	Financial systems must receive deputy minister approval prior to being placed into production. The approval is required to implement new financial systems or make significant enhancements to existing ones. The executive financial officer and the senior financial officer must recommend the approval.	Financial systems must receive <u>executive financial officer</u> approval prior to being placed into production. <u>Implementation of new financial systems and significant enhancements to existing financial systems must be approved by the executive financial officer on the recommendation of the senior financial officer.</u>
8.7, Policy 3	Each ministry must document senior management approval and acceptance of their financial systems prior to implementation. The approval and acceptance of the system must be by the executive financial officer, and approval of the financial controls must be by the senior financial officer. The deputy minister must give final approval for financial systems.	Each ministry must document senior management approval and acceptance of their financial systems prior to implementation. The approval and acceptance of the system must be by the executive financial officer, and approval of the financial controls must be by the senior financial officer.

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8.8	<ul style="list-style-type: none"> • A statement by the senior financial officer, prior to implementation, that adequate system testing, user testing, and, where necessary, interface testing has been successfully completed, and user manuals and other documentation are complete. • Approval and acceptance of the financial controls by the senior financial officer. • Approval and acceptance of the system by the executive financial officer. • Approval concurrence by the deputy minister 	<ul style="list-style-type: none"> • A statement by the senior financial officer, prior to implementation, that adequate system testing, user testing, and, where necessary, interface testing has been successfully completed, and user manuals and other documentation are complete. • Approval and acceptance of the financial controls by the senior financial officer. • Approval and acceptance of the system by the executive financial officer.
10.10.3.10	<p>Upon the advice of legal counsel and the Comptroller General, the appropriate deputy minister must prepare an interim report. The interim report must be marked PROTECTED PERSONAL, and be submitted to the Comptroller General. The Comptroller General must be updated on the status of the file every six months until it is complete.</p>	<p>Upon the advice of legal counsel, <u>the executive financial officer</u> must prepare an interim report. The interim report must be marked PROTECTED PERSONAL, and be submitted to the Comptroller General. The Comptroller General must be updated on the status of the file every six months until it is complete.</p>

GENERAL MANAGEMENT OPERATING POLICY		
7.3.3.2	<p>An employee's designated headquarters must be his/her usual work place or normal point of assembly. If necessary, the Deputy Minister must designate a headquarters. The Deputy Minister may also approve changes to an employee's assigned headquarters as changes in operational conditions warrant.</p>	<p>An employee's designated headquarters must be his/her usual work place or normal point of assembly. If necessary, the <u>executive financial officer</u> must designate a headquarters. The <u>executive financial officer can</u> also approve changes to an employee's assigned headquarters as changes in operational conditions warrant.</p>

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7.3.4.5	<p>Out-of-Province or Out-of-Canada travel must receive approval as follows:</p> <table border="0"> <tr> <td>Travel By:</td> <td>Approved By:</td> </tr> <tr> <td>Minister (Out-of-Canada)</td> <td>Premier</td> </tr> <tr> <td>Minister</td> <td>Minister</td> </tr> <tr> <td>Parliamentary Secretary</td> <td>Minister</td> </tr> <tr> <td>Minister’s Office Staff</td> <td>Minister</td> </tr> <tr> <td>Deputy Minister (Out-of-Province)</td> <td>Deputy Minister</td> </tr> <tr> <td>Deputy Minister (Out-of-Canada)</td> <td>Minister</td> </tr> <tr> <td>Ministry Staff</td> <td>Deputy Minister</td> </tr> <tr> <td>Contractors</td> <td>Deputy Minister</td> </tr> </table> <p>Approvals for any employee travel outside the province or Canada must be obtained on a TB/FIN 99 form. “In-Province” travel includes cases where the most efficient means of travelling to a BC destination involves travelling through neighbouring provinces, territories or states.</p> <p>Approval authority for travel outside BC or Canada must not be delegated. In the absence of the Deputy Minister, approval from the Minister is required.</p>	Travel By:	Approved By:	Minister (Out-of-Canada)	Premier	Minister	Minister	Parliamentary Secretary	Minister	Minister’s Office Staff	Minister	Deputy Minister (Out-of-Province)	Deputy Minister	Deputy Minister (Out-of-Canada)	Minister	Ministry Staff	Deputy Minister	Contractors	Deputy Minister	<p>Out-of-Province or Out-of-Canada travel must receive approval as follows:</p> <table border="0"> <tr> <td>Travel By:</td> <td>Approved By:</td> </tr> <tr> <td>Minister (Out-of-Canada)</td> <td>Premier</td> </tr> <tr> <td>Minister (<u>Out of Province</u>)</td> <td>Minister</td> </tr> <tr> <td>Parliamentary Secretary:</td> <td></td> </tr> <tr> <td> (<u>Out of Province & Out of Canada</u>)</td> <td>Minister</td> </tr> <tr> <td>Minister’s Office Staff:</td> <td></td> </tr> <tr> <td> (<u>Out of Province & Out of Canada</u>)</td> <td>Minister</td> </tr> <tr> <td>Deputy Minister (Out-of-Province)</td> <td>Deputy Minister</td> </tr> <tr> <td>Deputy Minister (Out-of-Canada)</td> <td>Minister</td> </tr> <tr> <td>Ministry Staff & Contractors:</td> <td></td> </tr> <tr> <td> (<u>Out of Province & Out of Canada</u>)</td> <td><u>Executive Financial Officer</u></td> </tr> </table> <p>Approvals for any employee travel outside the province or Canada must be obtained on a TB/FIN 99 form. “In-Province” travel includes cases where the most efficient means of travelling to a BC destination involves travelling through neighbouring provinces, territories or states.</p> <p>Approval authority for travel outside BC or Canada must not be delegated. In the absence of the <u>executive financial officer</u>, approval from the <u>deputy minister</u> is required.</p>	Travel By:	Approved By:	Minister (Out-of-Canada)	Premier	Minister (<u>Out of Province</u>)	Minister	Parliamentary Secretary:		(<u>Out of Province & Out of Canada</u>)	Minister	Minister’s Office Staff:		(<u>Out of Province & Out of Canada</u>)	Minister	Deputy Minister (Out-of-Province)	Deputy Minister	Deputy Minister (Out-of-Canada)	Minister	Ministry Staff & Contractors:		(<u>Out of Province & Out of Canada</u>)	<u>Executive Financial Officer</u>
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7.3.5.8	<p>Airfare expenses in excess of those established by policy (7.3.6 Policy #4) require pre-authorization by a deputy minister.</p>	<p>Airfare expenses in excess of those established by policy (7.3.6 Policy #4) require pre-authorization by the <u>executive financial officer</u>.</p>																																								
7.3.5.9	<p>Accommodation expenses within Canada which exceed the limits established by Treasury Board require pre-authorization from the Deputy Minister. The Deputy Minister may delegate this authority to the Executive Financial Officer or the Senior Financial Officer.</p>	<p>Accommodation expenses within <u>B.C.</u>, which exceed the limits established by Treasury Board require pre-authorization from the <u>executive financial officer</u> or <u>the senior financial officer</u>.</p>																																								

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REFERENCE	CURRENT POLICY	PROPOSED POLICY
7.3.5.10	Travel expenses in excess of approved limits may be approved by deputy ministers when Group I or II employees are required to attend government functions with a minister or deputy minister (see FAPRO 4A for definitions of employee groups).	Travel expenses in excess of approved limits must be approved by <u>the executive financial officer</u> when Group I or II employees are required to attend government functions with a minister or deputy minister (see FAPRO 4A for definitions of employee groups).
7.3.6.4	Where air travel is required, the most economical airfare must be obtained. The restriction to economy class airfare may be waived in exceptional circumstances with the prior approval of the respective Deputy Minister . See the <i>Financial Administration Procedures Manual</i> , Section 4G (Air Travel).	Where air travel is required, the most economical airfare must be obtained. The restriction to economy class airfare may be waived in exceptional circumstances with the prior approval of the respective <u>executive financial officer</u> . See the <i>Financial Administration Procedures Manual</i> , Section 4G (Air Travel).
7.3.6.6	The cost of a ferry stateroom must be reimbursed only if it is used for overnight travel. Reimbursement for daytime use must have written approval from the appropriate Deputy Minister or Assistant Deputy Minister .	The cost of a ferry stateroom must be reimbursed only if it is used for overnight travel. Reimbursement for daytime use must have written approval from the appropriate <u>executive financial officer or other</u> assistant deputy minister.
8.2.2 Policy 5	All new or substantial enhancements to existing financial information systems shall be approved by deputy ministers prior to implementation, in accordance with the Financial Management Operating Policy Manual.	All new or substantial enhancements to existing financial information systems must be approved by the <u>executive financial officer on the recommendation of the senior financial officer</u> prior to implementation, in accordance with the Financial Management Operating Policy Manual.