



<b>Policy Title</b>	Family and Community Services Advisory Board – FCSS Financial Planning Policy
<b>Authority</b>	FCSS Advisory Board
<b>Approved (Dates/Motion #)</b>	March 1, 2021 (M# FCSS19/2021)
<b>Policy Number</b>	P-FCSS006
<b>Review</b>	To be reviewed annually by September 30
<b>Reviewed by</b>	Advisory Board – March 1, 2021

## Policy Statement

The FCSS Advisory Board is responsible to develop and maintain an operating budget to ensure Financial and Reporting obligations are met as per funding agreements with the provincial and municipal government.

## Definitions

**Chief Administrative Officer (CAO)** – means the administrative head of the municipality.

**Director** – means the FCSS Director, an employee of the Town, that is dedicated to the FCSS Advisory Board managing social programming.

**FCSS Advisory Board** – a volunteer advisory board of directors appointed by Council with the responsibility of leading and managing social programming in the Town.

**Members** – volunteers appointed to the FCSS Advisory Board.

**Town** – means the incorporated municipality of Bassano.

## Responsibility

It is the responsibility of the FCSS Advisory Board and the Director to ensure this policy is implemented.

## Process

1. Based on input from the FCSS Advisory Board the FCSS Director, with the support of the CAO, will prepare an annual operating budget outlining FCSS programs and expenses for the upcoming year by November 1 of each year.
2. The annual operating budget and programming presented will be aligned with the [FCSS program Handbook](#) and will follow FCSS reporting guidelines based on the [FCSS Measures Bank](#) which will allow for ease of reporting each year. FCSS annual reporting will be the responsibility of the FCSS Director and is to be completed by June 30<sup>th</sup> annually.
3. The proposed budget will be presented to the FCSS Advisory Board each year at the October FCSS Advisory Board Meeting for approval. The board approved budget must be provided as a recommendation to Town Council for final ratification.

4. A two-year projection budget shall accompany the proposed annual operating budget in accordance with the *Municipal Government Act*.
5. The FCSS Advisory Board shall not budget for a deficit.
6. The FCSS Advisory Board shall offer programs and services within the approved budget to meet the needs of the community in accordance with its mandate and funding obligations.
7. The Director is responsible to inform the FCSS Advisory Board of any program or funding limitations.
8. The Director is responsible to provide a financial update at each FCSS Advisory Board meeting.
9. The Director is responsible to support the FCSS Advisory Board in applying for grants to ensure the continuation of programs and services in Bassano.

### Policy Reference

1. P-FCSS007 Programming Policy
2. P-FCSS008 Funding Application Policy

END OF POLICY