

SERVICE STANDARDS FOR FINANCE AND TECHNOLOGY

THIRD QUARTER – 2021

Action	Frequency	Period Ending March	Period Ending June	Period Ending September	Period Ending December
Accounts Receivable Up to Date	Weekly	✓	✓	✓	
Accounts Payable Up to Date	Weekly	✓	✓	✓	
Employer Health Tax	Bi Weekly	✓	✓	✓	
Receiver General Submitted	Bi Weekly	✓	✓	✓	
WSIB	Monthly	✓	✓	✓	
Retail Sales Tax	Monthly	✓	✓	✓	
HST	Quarterly	✓	✓	✓	
Corporate Tax	Monthly	✓	✓	✓	
Bank Reconciliation	Monthly	✓	✓	✓	
Assets are Insured	Annual – July Building & CGL		✓		
Directors & Officers & Cyber Insurance	Annual - July			✓	
Financial Institution Bond	Annual - July			✓	
Scotia Investment Review with the Board	Semi Annual		✓		
Hardware and Software	As Required	✓	✓	✓	
Off Premise Back Ups & Off Premise Access	Monthly	✓	✓	✓	
OMIA Stats Balanced	Monthly	✓	✓	✓	

Performance and Salary Review Completed	Quarterly	✓	✓	✓	
Financials Sent to Board	Monthly	✓	✓	✓	
P & C 1 Filing	Quarterly	✓	✓	✓	
Department Meetings	Monthly	✓	✓	✓	