

SERVICE STANDARDS FOR FINANCE AND TECHNOLOGY

FIRST QUARTER – 2022

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	✓			