REPORT FOR ACTION

TO Live

Updates to Financial Policies

Date: March 4, 2022
To: Audit Committee
From: President and CEO

SUMMARY

The purpose of this report is to seek Board approval on Management's updates to TO Live's financial policies.

RECOMMENDATIONS

The President and CEO recommends that the Board of Directors of TO Live:

1. Approve the list of updated financial policies, as outlined in Attachments 1 and 2.

FINANCIAL IMPACT

There is no financial impact.

DECISION HISTORY

None.

COMMENTS

Management undertook a review of TO Live policies during the COVID period and subsequently, some policies required updates. Attachment 1 is a summary of the updated Financial Policies. Attachment 2 contains the updated or new policies, as noted below:

- 301 - Signing Authority
- 302 - Rental Contracts
- 304 - Facility Fee
- 307 - Travel and Expenses
- 311 - Expense Reimbursement
- 314 - Corporate Credit Cards
- 317 - Drop Safe Procedures
- 318 - Cash Handling Guidelines
- 322 - Programming Reserve Fund
- 323 - Direct Deposit

CONTACT

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SIGNATURE

Clyde Wagner
President & CEO

ATTACHMENTS

Attachment 1 - Summary of Updates to TO Live Financial Policies
Attachment 2 - Updated Financial Policies