REPORT FOR ACTION

TO Live

Updates to Financial Policies

Date: January 25, 2024
To: Finance & Audit Committee and the Board of Directors of TO Live
From: President and CEO

SUMMARY

The purpose of this report is to seek Board approval on 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 an annual review of TO Live financial policies. Attachment 1 is a summary of the updated Financial Policies. Attachment 2 contains the updated or new policies, as noted below:

- 302 - Rental Deposits
- 304 - Facility Fee Surcharge
- 311 - Expense Reimbursement

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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