

UPDATES TO FINANCIAL and INFORMATION TECHNOLOGY POLICIES

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FINANCIAL POLICIES		
#	Policy Name	Key Changes
301	Signing Authority	No changes
302	Rental Deposits	No changes
303	Financial Delegation of Authority for Purchasing	No changes
304	Facility Fee Surcharge	No changes
305	At Risk Presentations	No changes
306	US Cash Exchange	No changes
307	Travel and Expenses	- Updated hotel rate allowable - Added language around taxi chits to be issued at Manager's discretion. - Removed geographic boundaries.
308	Petty Cash	No changes
309	Capital Assets	No changes
310	Records Retention Schedule	No changes
311	Expense Reimbursement	No changes
312	Unredeemed Vouchers	No changes
313	Procurement	No changes
314	Credit Cards	No changes
315	Donation	No changes
316	Publishing CEO Expenses	No changes
317	Drop Safe Procedures	No changes
318	Cash Handling Guidelines	No changes
319	Corporate Sponsorship	No changes
320	Naming Rights	No changes
321	Facility Fee Reserve Fund	No changes
322	Programming Reserve Fund	No changes
323	Direct Deposit	No changes

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INFORMATION TECHNOLOGY POLICIES		
#	Policy Name	Key Changes
501	Security Awareness	- Added section 9. New staff have 30 days to complete training. - Updated to reflect the change in our Phishing Reporting Tool in section 11.
502	Personal Passwords	Updated to reflect new additional Password Requirements in section 1.
503	Personal Computers	No changes.
504	Mobile Device Management	Minor housekeeping.
505	Credential Management	No changes.
506	Access Management	- Changed section 10 to require Director or above for extending user access rights/permissions. - Updates section 23 to require Director of IT approval instead of Technology (typo update). - Added clause in section 33 that only Directors or above can perform bi-annual Access Reviews. - Updated section 41 to be inline with section 33 that only Directors or above review and report.
507	Critical Infrastructure	No changes.
508	Vulnerability Management	No changes.
509	Cloud Security	No changes.
510	Electronic Monitoring	No changes.