

Preamble The financial well-being and credibility of the Royal Ontario Museum (ROM) is of great importance in order to ensure that the ROM fulfills its mandate today and in the future.

Policy The financial and accounting practices of the ROM will be in accordance with Public Sector Accounting Standards set out by the Public Sector Standards Board.

All financial transactions will be recorded and monitored and will adhere to the signing authority as approved by the Board. Accurate financial statements that provide relevant and meaningful financial information, including an analysis of material budget variances, will be produced in a timely manner and will be distributed to all appropriate parties.

The ROM will adhere to all current required Provincial directives. The current directives relating to financial control include: Ontario Public Service (OPS) Procurement Directive (December 2014) including Interim Measures (March 2019), Travel, Meal and Hospitality Expenses Directive (January 2020), Agencies and Appointments Directive (April 2020), Internal Audit Directive (May 2016), Cash Management Directive (July 2014).

The accounts of the Museum shall be audited annually by an auditor or auditors appointed by the Board. Audited financial statements will be included in the Museum's annual report. The annual report shall be in accordance with the requirements as set out in the *Agencies and Appointments Directive*.

The Finance division will establish and monitor appropriate internal controls, practices and procedures for financial planning, variance analysis, procurement, surplus disposal, accounts payable, receipting of donations, cash handling, receivables, and payroll. Financial planning practices will include appropriate mechanisms for the management of financial risk.

Date April 19, 2001

Approved

August 29, 2002.

Amended

Committee reviewed April 20, 2004 (no changes)

Committee reviewed June 5, 2007 (no changes)

March 3, 2011 (Adherence Review & New Language)

October 1, 2015 (Adherence Review & New Language)

October 11, 2018 (no changes)

October 13, 2021 (administrative changes)



MONITORING

Adherence to Policy

Board: The Finance and Audit Committee will periodically review Management’s adherence to the policy.

Management: The Director & CEO and the Deputy Director & Chief Financial Officer will ensure that the Finance and Audit Committee has all the relevant information for determining adherence.

Policy Review

<i>Method</i>	Internal Report, and External Audit Report
<i>Responsibility</i>	Finance and Audit Committee
<i>Frequency</i>	Every three years (next review 2024)
