



1. Statement of Policy

The Government of the Northwest Territories, pursuant to the *Financial Administration Act*, establishes a Financial Management Board responsible for all matters related to the financial management and financial administration of the Government. A Financial Management Board Secretariat is established under the direction of the Chairman of the Financial Management Board.

Mandate

The Chairman of the Financial Management Board and the Financial Management Board Secretariat have the mandate for the management and control of the financial and information resources of the Government of the Northwest Territories, and for providing analysis and advice to the Financial Management Board, ensuring that the Government of the Northwest Territories' financial and information resources are managed in an effective, efficient and economical manner.

2. Scope

This Policy applies to all employees of the Government of the Northwest Territories.

3. Authority and Accountability

(1) General

This Policy is issued under the authority of the Executive Council. The authority to make exceptions and approve revisions to this Policy rests with the Executive Council. Authority and accountability is further defined as follows:

(a) Chairman of the Financial Management Board

The Chairman of the Financial Management Board (the Chairman) is accountable to the Executive Council for the implementation of this Policy.



(b) Secretary of the Financial Management Board

The Secretary of the Financial Management Board (the Secretary) is accountable to the Chairman for the administration of this Policy.

(2) Specific

(a) Executive Council

The Executive Council may approve a change to the mandate of the Financial Management Board Secretariat.

(b) Chairman

The Chairman is:

- (i) responsible for carrying out the mandate of the Financial Management Board Secretariat and shall preside over the operation of the Secretariat; and
- (ii) authorized to carry out the duties described in this Policy in a manner the Chairman deems appropriate for the efficient and economical fulfillment of the Secretariat's mandate.

(c) Secretary

The Secretary:

- (i) is responsible for the management of the Financial Management Board Secretariat including the planning, administration and other functions necessary to fulfill the Secretariat's mandate;
- (ii) is accountable to the Chairman for the proper conduct of the business of the Secretariat;
- (iii) shall perform such duties as the Financial Management Board may assign; and



- (iv) shall perform the duties of the Comptroller General. In this capacity the Secretary is accountable to the Chairman for those functions specifically assigned to the Comptroller General by the *Financial Administration Act* and other Government of the Northwest Territories legislation.

4. Provisions

(1) Mandate Establishment

Pursuant to the Government Organization Policy, the mandate, including the authority, responsibilities and functions, of the Chairman and the Financial Management Board Secretariat, is established in this Policy.

(2) Duties of the Chairman

The Chairman of the Financial Management Board shall develop and carry out programs and services of the Financial Management Board Secretariat as may be appropriate to fulfill the mandate of the Chairman, the Secretariat and the Financial Management Board.

The Chairman of the Financial Management Board shall have charge of and be responsible for:

- (a) Developing financial and contract policies, systems and procedures required in support of government operations.
- (b) Providing centralized credit/collections and general accounting services to government departments.
- (c) Providing accurate and timely financial reports and information on the government's financial position and on the results of operations.
- (d) Providing a framework of policies and directives to safeguard the physical and financial resources of the government.



- (e) Monitoring and enforcing the government's financial legislation and policies where required.
- (f) Providing centralized credit/collections, general accounting and financial reporting support services to Boards and Agencies, as defined by agreement with those Boards and Agencies.
- (g) Providing to the Financial Management Board information and advice required for sound financial management decision-making relative to the allocation, management and control of the resources of the Government of the Northwest Territories.
- (h) Providing to government departments and agencies information and advice relative to the management and control of the resources assigned to them by the Financial Management Board.
- (i) Supporting the Financial Management Board in co-ordinating the development of department business plans and Estimates, as required under the *Financial Administration Act*, including the design and coordination of all related processes and documents.
- (j) Supporting the Financial Management Board in the conduct of its meetings by screening submissions, developing the agenda and monitoring the implementation of decisions.
- (k) Providing recommendations respecting negotiating mandates directly affecting expenditures.
- (l) Developing policies and providing assistance, technical support and advice to government departments and agencies on accountability for results, including audit, evaluation and performance measurement.
- (m) Providing direct internal audit and program evaluation services which include:
 - Operational or value for money audits
 - Performance audits



- Attest and compliance audits
 - Information technology audits
 - Special investigations
 - Comprehensive program evaluations
- (n) Developing guidelines and providing assistance and advice to government departments and agencies on the design of programs and organizational structures.
- (o) Providing advice and support to government departments and agencies on the appropriate development of policies and systems required for the management of government resources.
- (p) Providing a government-wide informatics strategy and information technology policies.
- (3) Administration

The Financial Management Board Secretariat shall be administered in such a manner as to ensure that government requirements as expressed in statutes, acts, agreements, regulations, policies and directives are satisfied.

5. Prerogative of the Executive Council

Nothing in this Policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or take action respecting the Financial Management Board Secretariat outside the provisions of this Policy.

Premier and
Chairman of the Executive Council