

# POLICY

POLICY SECTION Finance	POLICY NAME Business Documents	POLICY SECTION FIN
<b>SUBSECTION</b>	<b>RESPONSIBILITY</b> Finance & Audit Committee	<b>APPROVED BY</b> Board of Directors
<b>EFFECTIVE/REVISED DATE</b> January 19, 2021	<b>LAST REVIEWED DATE</b> February 2024	<b>NEXT REVIEW DATE</b> February 2027

## POLICY DETAILS

### 1. POLICY:

1.1. In accordance the Broader Public Sector Accountability Act and its associated Business Documents Directive, Lumenus Community Services (the “Agency”) prepares and publishes online business plans and other business or financial documents containing specific information to provide the public with consistent and accessible business information.

1.2. Lumenus [business documents](#) will be based on three key principles:

- a) **Accountability** – Lumenus is accountable for public funds used to deliver programs, services and provide infrastructure on behalf of government and other funders and donors.
- b) **Transparency** – Lumenus is transparent to the public and business information will be clear, easily understood, available and accessible.
- c) **Value for Money** – Taxpayer and donor dollars will be used prudently and responsibly and Lumenus will demonstrate through [business documents](#) and information that program plans and operations are managed responsibly and in the public interest.

1.3. Within 6 months of the beginning of each fiscal year, Lumenus will publish business plans for the previous fiscal year that contain at minimum the following information:

- a) A description of key activities over the fiscal year
- b) An analysis of operational performance
- c) A discussion of outcome-based and output-based performance targets achieved and actions to be taken if not achieved.
- d) Audited financial statements.
- e) A discussion of risks and other factors impacting performance and results, including mitigation plans where performance and results were not achieved.
- f) An analysis of financial performance, including variances between actual financial results against budgeted/ forecasted amounts



1.4. Lumenus will post audited financial statements no later than the Government of Ontario's relate date of Public Accounts of Ontario.

1.5. All mandatory business document requirements will be made available on the same webpage on the Lumenus website along with a link to the Government of Ontario's Broader Public Sector Accountability requirements.

2. SCOPE:

2.1. This policy applies to all Lumenus employees, students, volunteers, and Board Members.

3. RESPONSIBILITY:

3.1. The Board of Directors is responsible for approving the Business Documents policy.

3.2. The CEO is responsible for monitoring compliance with the Business Documents policy.

3.3. The CFO is responsible for implementing internal control, document retention and reporting procedures to support the CEO in meeting policy compliance requirements.

4. DEFINITIONS:

4.1. **Business Documents** – Includes strategic plans, annual reports, audited financial statements, quality performance indicators and other such reports that may support the achievement of the principles of accountability, transparency, and value for money.

5. REFERENCES:

5.1. Broader Public Sector Accountability Act, 2010

5.2. BPS Business Documents Directive, 2020

6. PROCEDURES:

6.1. The CEO, COO, CCSO and CFO will provide quarterly attestations on the organization's compliance with the Business Documents policy.

7. ATTACHMENTS

None noted.

DocuSigned by: [Signature] 4/2/2024 Chief Corporate Services Officer

DocuSigned by: [Signature] 4/4/2024 Chief Executive Officer

DocuSigned by: [Signature] 4/4/2024 Board Chair

