

## A3 Business Management Advisory Services

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# Corporate Checklist

### Corporate Overview & Structure

(Please check appropriate box)

Description	Status Complete	Status Incomplete
Mission Statement		
Organizational Chart		
Authorities		
Service Agreements (Consultant, Equipment) in place		
Incorporation documents		
Legal Advisors		
Board of Directors, and if so, are bylaws in place		
Guiding Principles		
Business Plan		
Tendering Procedure		
Minutes of Meetings		
Confidential Information		
Code of Ethics		
List of Equipment		
Ownership of Equipment		
Insurance, WCB Coverage		
CCRA remittances, up to date		
Management Fees		
Roles and Responsibilities of President		
Roles and Responsibilities of General Manager		
Job Description, Employee Contracts		
Agreement of Disclosure		
Oath of Office and Oath of Confidentiality		
Conflict of interest		

COMPLETED: \_\_\_\_\_  
 (Print Name)

DATE: \_\_\_\_\_

**Safety Component**

(Please check appropriate box)

<b>Description</b>	<b>Status Complete</b>	<b>Status Incomplete</b>
Equipment		
Vehicles		
Radios? (2-way)		
Employee Safety Equipment; Boots, Coveralls, Fire Extinguishers, etc.		
Safety Manual		
"COR" Certificate of Recognition		
Vehicle Fuel Cards		
Vehicle Service Agreements		

COMPLETED: \_\_\_\_\_  
 (Print Name)

DATE: \_\_\_\_\_

**Personnel Policy & Procedures**

(Please check appropriate box)

<b>Description</b>	<b>Status Complete</b>	<b>Status Incomplete</b>
Personnel Policy		
Records Management		
Classification of Employees		
Terms of Employment		
Rates of Pay		
Hours of work		
Holidays		
Leave Benefits		
Group Benefits		
Career Development		
Company Vehicles - Personal Vehicles		
Travel and Meal Allowance		
Vehicle Logs		
Telephone		
Recruitment Process		
Compulsory Reporting such as Time Logs, Plans & Reports		
Performance Evaluations & Warnings		
Suspension		
Termination		
Lay-offs		
Political Office		
Grievance		
Notices		
Code of Ethics for Personnel		
Oath for Personnel		
Oath of Confidentiality for Employees		
Job Descriptions		
Liability		
Criminal Record, Drivers Abstract		

COMPLETED: \_\_\_\_\_  
 (Print Name)

DATE: \_\_\_\_\_

**Financial Policy and Procedures**

(Please check appropriate box)

<b>Description</b>	<b>Status Complete</b>	<b>Status Incomplete</b>
Finance Policy		
Finance Department, Finance Committee		
Accountants and Auditors		
Financial Information Flow		
Compliance		
Budgeting Process		
Accounting Procedures		
Forms		
Accounting System		
Deposits		
Accounts Payables		
Cheque Processing		
Cheque Signing		
Bank Reconciliations		
Purchasing		
Advances		
Contract Services		
Salaries & Salary Adjustments		
Financial Statements		
Audit (External and Internal)		
Deficit Control		
Records Management		
Confidentiality		

COMPLETED: \_\_\_\_\_  
(Print Name)

DATE: \_\_\_\_\_