



Aboriginal Financial Officers Association of BC Financial Policy Manual Order Form

The Aboriginal Financial Officer Association of BC has available three unique versions of our **Financial Procedures Manual** for First Nations and Tribal Councils.

Large :(over 600 on-reserve population)
Band Manager
Finance Officer/Controller
Program Manager
Accountant
Bookkeeper/Data Processor
File Clerk/Receptionist

Medium :(250 to 600 on-reserve population)
Band Manager
Program Manager
Accountant
Bookkeeper
File Clerk/Receptionist

Small: (less than 250 on-reserve population)
Band Manager
Bookkeeper
File Clerk/Receptionist

To select the appropriate Financial Procedures Manual, determine from above the staffing positions which resembles your office environment. **(When you purchase the manual you will also receive a CD-ROM allowing you to modify the policies and staff titles as you require).**

The manuals include:

- **A summary of "Roles & Responsibilities."**
- **Sample financial policies:** for example; accounts receivable, petty cash, credit cards, payroll, budgets, contracts & tendering, travel allowances, investments, year-end audits, security of assets, etc.
- **Sample Forms:** for example; Receipts, deposits, purchase orders, attendance/leave time sheets, payroll advance, and travel claim, auditors' terms of reference, attendance record, etc.

Financial Procedures Manual – circle manual choice below:	# of Reports Requested	Cost Per Report	Total
Small, Medium, Large		\$100.00	
CD-ROM, with manual in MS Word & Adobe Acrobat		CD-ROM free	
Receive Annual Updates		\$75.000	
Non-Members Add		\$100.00	
Please make cheque payable to:			
Aboriginal Financial Officers Association of BC Suite 1010-100 Park Royal West Vancouver, BC V7T 1A2		Sub Total	
		Shipping & Handling Add	\$15.00
M/C or VISA #	Expiry Date:	Total Cost	

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Not yet a member of AFOABC? Call us at (604)925-6370 for information and rates. Fax: 604-925-6390

We look forward supporting you and your financial team this year!

Promoting Accountability & Sharing Knowledge

