

Financial Systems

Objective

The guidelines under Financial Systems establish the minimum internal control standards to follow in the acquisition, development and operation of financial systems. In most sections, specific standards that are required are noted. Techniques are also outlined as possible ways to achieve the control standard. These are alternative ways of achieving a specific control objective. Not all techniques are appropriate in all cases, nor do they represent a complete list of alternatives.

Definition

Financial systems include any systems, both manual and computerized, that account for any or all of the following:

- revenues, including tax revenue, receipts for goods and services, transfer payments from other jurisdictions, grants received by the Government or gifts;
- expenses, including purchases of goods and services, grants, taxes and tax credits, or transfers to other parties;
- assets, including fixed assets, inventories of goods for consumption or sale, investments, land, accounts receivable, assets held in trust by the Government for other parties; and
- liabilities, including accounts payable, amounts borrowed, pension fund liabilities or liabilities relating to assets held in trust by the Government.

Authority

The Financial Administration Act, 1993 (FAA) allows Treasury Board to direct any person receiving, managing or disbursing public money to keep any books, records or accounts that it considers necessary (clause 5(e)). The FAA requires public moneys to be forwarded, deposited and otherwise dealt with in accordance with any orders and directives of Treasury Board (section 22).

The FAA also specifically allows Treasury Board to prescribe the form and manner of financial records and accounting systems of the Government of Saskatchewan (clause 5(c)).

The FAA allows Treasury Board to make orders and issue directives with respect to its duties under section 4 of the FAA (e.g., relating to the finances, the administrative policy and management practices, and the accounting policies and practices of the Government) (clause 5(a)).

Part: **Financial Management and Administration**
 Section: **Treasury Board's Risk Management Policies**
 Subsection: **Financial Systems**

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The FAA allows the Provincial Comptroller to issue directives to ministries and public agencies detailing the manner in which Treasury Board orders and directives are to be complied with (subsection 10(2)). In addition, the FAA provides supervisory duties to the Provincial Comptroller over the receipt, recording and proper disposition of public money (subsection 10(1)) and provides that every payment out of the General Revenue Fund is to be made under the direction and control of the Provincial Comptroller and in the manner that the Provincial Comptroller may direct (section 28).

Treasury Board Policies Guidelines are provided for the following:

- [Section 4005 Acquisition of Financial Systems](#);
- [Section 4010 Development of Financial Systems](#);
- [Section 4015 Implementing Financial Systems](#);
- [Section 4020 System Processing Controls](#); and
- [Section 4025 System Security](#).

Applicability

These policies apply to the General Revenue Fund, and special purpose funds and trust money that are administered by ministries. See [Appendix C Public Money](#).

References

[3000 Control of the GRF](#)
[3400 Control of Special Purpose Funds and Trust Money](#)
[3500 Control of Public Money](#)
[3600 Control of Bank Accounts](#)
[3700 Control of Accounts Receivable](#)
[3800 Control of Tangible Capital Assets and Inventory](#)