

# Tangible Capital Assets

## *COURSE AGENDA*

### Day 1

#### 8:30 – 9:00 am

- Registration

#### 9am – 10:15am

- Introductions and housekeeping items
- Breaks and Lunch
- Overview of Agenda
- Reference Manual
- Background and New Rules
- Government Transfers
- Terminology
  - What are TCA's
  - Describe the difference between betterment and repairs and maintenance

#### 10:15 – 10:30am      **Break**

#### 10:30 - 12:00pm

- Terminology (continued)
  - What is included in cost
  - What is amortization
  - When to record a write down
  - Disposals
- Treatment of:
  - Leased TCA
  - CMHC Housing Units
  - Health Transfer Agreement TCA
- Presentation and Disclosure

#### 12:00pm – 1:00pm      **Lunch**

#### 1:00pm – 2:30pm

- Identifying your TCA's
  - What TCA's do you own?
  - Where are they located?
  - What is the TCA's useful life?
  - What is its condition
  - When did we acquire the TCA
- Determining the Value of your TCA
  - Four principles to valuation
  - Valuation methods

- Valuation indexes
- Recording opening balances

**2:30 - 2:45pm Break**

**2:45 - 4:00pm**

- TCA Continuity Schedule
- TCA Policies – overview
- TCA Work Plan - overview

**Day 2**

**9am – 10:15am**

- TCA Policies
  - Reason for policies
  - What policies currently exist?
  - Development of community policies

**10:15 – 10:30am Break**

**10:30 - 12:00pm**

- Completion of Community Policies
  - Each community to develop policies or outlines for approval by Chief and Council

**12:00pm – 1:00pm Lunch**

**1:00pm – 2:30pm**

- TCA Work Plan
  - Purpose
  - Layout
  - Major Classes
  - Who does what?
  - When does work need to be completed?

**2:30 - 2:45pm Break**

**2:45 - 4:00pm**

- TCA Work Plan (continued)
  - CAIS Status
  - ACRS Status
  - Capital Funds
  - CMHC Agreements
  - Insurance Records
- Break-out sessions
  - Each community to complete its own work plan

## **Day 3**

### **9am – 10:15am**

- TCA Work Plan (continued)
  - Break-out sessions
  - Each community to complete its own work plan

### **10:15 – 10:30am    Break**

### **10:30 - 12:00pm**

- Review of TCA Work Plan
  - Group discussion and review

### **12:00pm – 1:00pm    Lunch**

### **1:00pm – 2:30pm**

- Financial Fluency Terminology
  - What is a financial statement
  - Statement of Management's Responsibility
  - Auditor's Report
  - Statement of Financial Position
  - Statement of Operations
  - Statement of Cash Flows
  - Assets / Liabilities
  - Equity
  - Revenues/Expenditures
  - Surplus/Deficit
  - Receivable/Payable
- Audiences: Chief & Council, Management, Bankers/ Funders/ Government
- When & Why : Performance Measures, Funding purposes, ect.
- Review Financial Statements

### **2:30 - 2:45pm    Break**

### **2:45 - 4:00pm**

- Common Government Reporting Model
  - New reporting and disclosure standards
  - How to read revised statements
  - Conversion of existing information into the new format
  - How TCA reporting impacts First Nation's Financial reporting