

Accountability Frequently Asked Questions (FAQs)

1. Why do we need to be accountable?

Accountability to FNHA is assessed and observed through the reporting that agreement holders provide to FNHA. You can refer to Schedule 3 in your agreement for a quick peek at the deliverables that pertain to your agreement. Please see “Terms and Conditions” FAQ and Answer Key for greater details.

2. What mechanisms and tools can be used to be accountable to your community members? Some examples can be:

- Meetings/Zoom meetings
- Newsletters
- Surveys
- Community gatherings
- Facebook
- Emails
- Telephone calls
- Annual report
- Annual General Meeting
- Home visits (when allowed)

3. Why is accountability important?

It ensures that funding is used appropriately and helps FNHA be accountable as Health Partners too. FNHA has accountabilities to the community and that is written in the clause of a turnaround time to acknowledge reports etc. It helps FNHA and communities and health services organizations to be accountable to community members and with each other. Please see “Terms and Conditions” FAQ and Answer Key for greater details.

4. Who should complete all reports?

Annual Narrative Report

The Health Director is usually the primary person compiling this report along with support of their health staff and service delivery providers.

Annual Audit Report/Year-end Financials

For Flex/Block agreements, the organization are required to hire Charter Accountants to do the annual audit report with program schedules. For community-based Set agreements, the organization can internally complete and submit the year-end financial report to FNHA.

Program Reports

Please reach out to the respective program specialists to fulfil reporting requirements of the agreement i.e. MT Clerk, Nurses, AHSOR program etc.

5. How can a narrative report be useful to communities and FNHA as a Health Partner?

It could be a strategy for communities to examine their progress over the fiscal years. It can also guide communities’ on-going health planning. For BLOCK agreement holders, these reports may be useful in completing your evaluation report. Reports are like a communication tool in our partnership with communities.

6. Why is FNHA asking about communities’ and health services organizations’ (HSOs) successes and challenges?

The annual narrative report is a useful communication tool within our partnership with you. It is a tool that will inform FNHA on how programs and services are performing within the communities and HSOs. It is an opportunity for the community/HSO to share the strengths of the community/ organization and identify successes as best practice. It also helps to identify opportunities for FNHA to support and provide any guidance that the community/HSO would like.

7. FNHA is asking for our staffing information in great detail. Why is this information important?

Questions about staffing is important for FNHA because they help FNHA gain a sense of where staffing support is needed. They also help raise discussions around interim plans on how the community/organization is or may be able to maintain delivery of health programs and services. Information about updated staffing credentials is important because it helps FNHA ensure that health programs and services are delivered in congruence to provider qualifications as per the terms and conditions of the health funding arrangement.

8. We are struggling to complete our annual narrative report. What should we do?

If you are struggling or are having concerns around the completion of your reports, please do not hesitate to contact your respective Funding Arrangements Advisor for support.

9. Why are there questions about community health planning in this report?

FNHA has included these questions in the report to stress the importance of the tie between the work that occurred in the fiscal year with your community health plan. The latter usually provides a framework for programs and services delivery within the community and health services organization by identifying successful practices to continue and/ or other practices to tweak, this may help inform you and help you reflect on what updates or revisions to make in your health plan.

10. What is required in an annual audit?

Annual audited financial statements includes the following:

- Auditor’s Report,
- Statement of Financial Position (Balance sheet),
- Statement of Operations (Income statement),
- Statement of Changes in Net Financial Assets,
- Statement of Cash Flow,
- Notes to Financial Statements
- Program Schedules (Unaudited)

Resources

FN Financial Management Board provides “sample” tools and templates to support Nations accountabilities to its members and funders

<https://fnfmb.com/en/tools-and-templates>

FNHA’s Health & Wellness Planning Toolkit

<https://www.fnha.ca/WellnessSite/WellnessDocuments/FNHA-Health-and-Wellness-Planning-A-Toolkit-for-BC-First-Nations.pdf#search=report%20guide>

FNHA’s Funding Arrangements Team Information

<https://www.fnha.ca/what-we-do/funding-arrangements#reporting-requirements-summary>

FNHA's Reporting Requirements Guide (also includes information on Joint Project Board and Regional Envelope Reporting Requirements)

<https://www.fnha.ca/Documents/FNHA-Reporting-Requirements-Guide.pdf>