Annual Checklist
Facility Engagement Reporting

FACILITY ENGAGEMENT
Specialist Services Committee

This Annual Checklist serves as a helpful guide for key Facility Engagement (FE) financial, governance, and reporting activities required throughout the year. It is a practical resource for Medical Staff Association (MSA) administrators who coordinate and oversee the reporting requirements for FE Physician Societies and FESC MSAs.

It outlines the ongoing, quarterly, biannual, and annual requirements, specifying which actions apply to Physician Societies, FESC, or all MSAs.

Ongoing/Monthly	*Resources*	
Maintain Records		
PHYSICIAN SOCIETY		
Archive minutes and decisions of regular board/governance meetings	Minutes (template)	☐
Maintain up-to-date membership lists and society records		
Record and track all financial transactions in FEMS, VoPay, and QuickBooks	FEMS, VoPay	☐
Ensure authorized personnel access and FEMS chart of accounts usage		☐
Request funding gates as needed; include current balance sheet	Gated funding policy	☐
FESC		
Record and track all financial transactions in FEMS and VoPay	FEMS, VoPay	☐
Reconcile FESC credit card	FESC Credit Card	☐

Quarterly (within 30 days of quarter end)	*Resources*	
Financial Reporting *(balance sheet and profit and loss statements)*		
PHYSICIAN SOCIETY		
July 31: Submit Quarter 1 financial statements		☐
October 31: Submit Quarter 2 financial statements		☐
January 31: Submit Quarter 3 financial statements		☐
May 31: Submit Year-end financial statements		☐

Bi-Annually	*Resources*	
SEAT Entries *(these can be entered and updated at **any time** throughout the year)*		
ALL MSAs		
October 15: SEAT entry final due date	SEAT Overview & FAQ	☐
April 30: SEAT entry final due date		☐

Annually	Resources	
Annual Review Report		
ALL MSAs		
October 30: Annual Review launch and information package	*Released annually*	☐
March 31–April 30: Annual Review submission intake period		☐
FEMS		
PHYSICIAN SOCIETY		
March 31: Final FY funding gate request deadline; include current balance sheet		☐
ALL MSAs		
April 30: Submit final FY claims and expenses; all previous-year projects auto-close	FEMS Tip Sheet	☐
Contracts		
All MSAs		
March 31: Final due date for submission of completed contracts to FE; can be completed and submitted anytime up to the final due date	Society (template) FESC (template)	☐
Maintain Records		
PHYSICIAN SOCIETY		
Submit annual filing to BC societies registry and FE within 30 days of AGM	Maintaining the Society	☐
File AGM minutes with the BC societies registry within 30 days of the AGM	AGM minutes (template)	☐
File an ad hoc change of physician society directors with the BC societies registry and FE within 30 days of the change, if outside the AGM		☐
File annual tax return and GST reimbursement with the CRA		☐
Director's Insurance		
PHYSICIAN SOCIETY		
Upon Renewal: File a copy of the physician society's Directors and Officers Lability insurance with FE	Directors Insurance	☐
Governance Document Review		
PHYSICIAN SOCIETY		
Bylaws: Physician society executive members to review bylaws annually at the governance table. Any changes should be sent for approval to DoBC prior to membership vote	Bylaw (template)	☐
ALL MSAs		

Terms of Reference: Review terms of references with the executive, working groups, and committees, as applicable, and submit to FE	Working group ToR (template) Committee ToR (template)	☐
Funding Agreement: Review funding agreement (FTA/FESC Terms and Conditions) during incoming executive members orientation		☐
Funding Agreement: Review funding agreement (FTA/FESC Terms and Conditions) and submit acknowledgement to FE		☐

If you're seeking more detailed information, please refer to the Facility Engagement Operating Manual. If you need additional resources or have any questions, please reach out to your engagement partner or contact engagement@doctorsofbc.ca.