

# **Norman C. Gee**

## **CURRICULUM VITAE**

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Norman Gee is a senior manager in D&H Group LLP, Chartered Accountants, an 80-person Vancouver, British Columbia based public accounting firm. Norman provides business advisory and computer services, as well as assurance, accounting and income tax services. Norman's experience includes:

- Financial management and advisory services
- Audits of financial statements prepared in accordance with Canadian generally accepted accounting principles ("GAAP")
- Consultation on preparing for year end audits in accordance with GAAP
- Accounting software implementation and training
- Private family businesses
- Acquisitions and divestitures
- Tax reorganizations
- Litigation support

Norman is a Certified General Accountant (British Columbia).

### ***Representative Experience***

- Financial and operational reviews of First Nations organizations to evaluate and recommend changes to the internal controls, policies and procedures, and revenue/receivables/receipts and purchases/payables/payments transaction cycles
- Operational audits on behalf of the Provincial Government of B.C. to evaluate value, effectiveness and efficiency of provincial government institutions and programs funded by the B.C. Government
- Controllership duties for several First Nations organizations, including preparing and analyzing month end financial statements, preparing annual program budgets, monitoring and forecasting cash flow needs, assisting with year end audit preparation, reconciling bank accounts, preparing proposals for INAC funding, and training staff to perform these duties
- Performance of due diligence procedures and preparation of due diligence report for acquisition of a business
- Preparation of financial information for litigation support
- Assessments and conversions of accounting systems from DOS to Windows for First Nations, Not-For-Profit organizations, and For-Profit organizations
- Installation and configuration of accounting software and related personnel training for First Nations, Not-For-Profit organizations, and For-Profit organizations
- Financial and compliance audits of First Nations and Not-For-Profit organizations in accordance with Generally Accepted Auditing Standards, Generally Accepted Accounting Principles, Year End Reporting Handbook, Financial Administration Acts, and other standards and legislations

### ***Community Activities***

- pro bono personal income tax preparation for low income senior citizens

### ***Recent Speeches and Courses***

- First Nations Financial Management Conference – Presentation on Third Party Management