

	EXPENDITURE AUTHORITY POLICY	
	Policy Number: F-003	
	Section: Finance	Resolution No.: 3-3-16
	Amended by:	Effective Date: 2016 02 09

Policy Statement:

It is the policy of Council to delegate such authority to incur expenditures on behalf of the Village to Village employees as may be required to ensure the effective delivery of municipal services.

Policy Background:

Employees incur expenditures on behalf of the Village, e.g., fuel and parts for vehicles, small tools and building materials required for the maintenance of Village properties and infrastructure, and office services and supplies. Employees also incur expenditures on behalf of the Village for specific projects and services of a general nature approved by Council with the adoption of the financial plan.

Policy Goal:

It is the goal of this policy to ensure that all expenditures incurred on behalf of the Village are approved pursuant to Council's directives.

Policy Objectives:

- That Village employees be authorized to incur minor expenditures incidental to the performance of their assigned duties, e.g., fueling Village vehicles, long-distance telephone charges, etc. concerning Village business.
- That the Civic Works Foreman be authorized to incur expenditures relating to projects, services, and infrastructure maintenance provided for in the Village's financial plan, to a maximum of \$3,000 per expenditure.
- That the Fire Chief be authorized to incur expenditures relating to the operation and maintenance of the fire service provided for in the Village's financial plan, to a maximum of \$3,000 per expenditure.
- That the Administrator be authorized to incur expenditures relating to the Village, as provided for in the Village's financial plan, to a maximum of \$5,000 per expenditure.
- The Civic Works Foreman, Fire Chief, and Administrator shall confirm their respective approval of an expenditure, and receipt of the goods and services listed on the invoice, with their initials.
- All expenditures estimated to exceed \$5,000 shall be submitted to Council for prior approval.
- Notwithstanding the limitations prescribed in this policy, the Civic Works Foreman, Fire Chief or the Administrator may authorize an expenditure in excess of their respective limits when an expenditure is required to deal with an emergency. The Administrator shall submit a report to Council on the circumstances relating to such expenditure at the first regular meeting of Council following the emergency.

Initially approved at meeting #08-05 on April 12, 2005.

Reviewed and amended on October 11, 2005.

Renumbered and confirmed on July 22, 2015 (Former Policy #1790)

Renumbered on February 9th, 2016 (Former Policy #CA-007 RES #R4-722-15)