



POLICY

Expenditures not Included in Budget Policy

2A.002

Section: 2.0 General Government and Administrative Services
- A. Governance

Authority: Council, Chief Administrative Officer

Statement

The Municipal District of Bonnyville (M.D.) Council shall establish procedures to authorize and verify expenditures that are not included in an operating budget or capital budget.

Purpose

To verify how expenditures not in the budget are authorized.

Definitions

For the purposes of this policy:

- (1) "Emergency" means an occurrence or situation that arises which could jeopardize the safety, health or welfare of people and the protection of people and property in the M.D.

Procedure

For expenditures not included in an operating budget, interim budget or capital budget or otherwise authorized by Council, the following procedure will apply:

- (1) For a non-emergency:
 - (a) Subject to the expenditure for each Program Function not having been exceeded, the Chief Administrative Officer is authorized to approve the said expenditure(s).
 - (b) If the expenditure for a Program Function will exceed the budgeted amount, Council by resolution must authorize the said expenditure(s).
- (2) For an emergency:
 - (a) If, in the opinion of the Chief Elected Official, Chief Administrative Officer, Designated Officer or an employee, an emergency arises, these persons shall be authorized to approve the said expenditure(s). A Designated Officer or an employee may authorize the expenditure only if they have been delegated that responsibility or it is contained within their respective job description.

Review Period

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Previous Policy Number: (prior to July 24, 2019)	10.12.10
Related Documentation: (plans, bylaws, policies, procedures, etc.)	

Date Adopted: October 26, 1995

Resolution No: 95.766

Date Amended₍₀₁₎: February 27, 2013

Resolution No: 13.100

Date Reviewed₍₀₁₎: May 9, 2018

Resolution No: 18.281