

GENERAL STATEMENT OF POLICY

13.01 It shall be the policy of the Region of Queens Municipality to have a procedure for authorizing expenditures or projects that were not approved during the budgetary process.

POLICY OBJECTIVE

13.02 To provide a procedure whereby requests for non-budgeted expenditures are fully reviewed and Council is assured that adequate funds are available to cover such requests.

POLICY INFORMATION

13.03 There are four types of information, which Council must consider to add rationality to the process of authorizing an expenditure of this nature:

(a) Needs Assessment:

The request should be considered as to whether the expenditure relates to a fundamental need of the community to which Council should respond. The assessment should be based on the public's requirements, desires and concerns, direct observation of community conditions and similar indicators.

(b) Current Services Cost Projections:

The estimate of the future expense of maintaining services at their present level can serve as a baseline for consideration of an expenditure request when compared to anticipated revenues.

(c) Priority Setting:

The expenditure request requires that choices be made among competing demands on the Region's revenues.

Policy Subject / Title – Authorizing Expenditures Above the Annual Budget Level

(d) Role of the Director of Finance in Spending Decisions:

In the role of providing financial advice to Council, the Director of Finance will indicate where funds are available for expenditure requests and the financial implications of the expenditure request for current and future years.

- 13.04 It shall be the Director of Finance's responsibility to provide advice to the Chair of Finance and Audit dealing with requests to make non-budgeted expenditures.
- 13.05 The Chair of Finance and Audit shall review recommendations from staff and forward on to Council, recommendations regarding the availability of funds and the impact of the proposed expenditures.
- 13.06 The Council shall be the sole authority in authorizing expenditures above the annual budget level.
- 13.07 It shall be the Chief Administrative Officer's responsibility to advise Council during a meeting when a motion proposed is contrary to this policy.

Approved by Council:

October 8, 2013