
Procedure Title: Unbudgeted Expenditure
Policy: 1300-10
Adopted: April 11, 2006
Amended:



POLICY STATEMENT:

Not to incur any unbudgeted expenditures unless it is an expenditure that is made in an emergency or by resolution of council. The Village of Mannville recognizes the need to establish procedures to authorize and verify expenditures not included in the budget, pursuant to the Municipal Government Act, section 248.

DEFINITIONS:

Emergency Expenditure: is an expenditure that has been incurred as a result of an occurrence or situation that could jeopardize the health or welfare of people or the protection of property in the municipality.

Emergency: shall have the same meaning as in the Disaster Services Act.

Unbudgeted Expenditure: is an expenditure not included in the interim operating budget, the operating budget or the capital budget in any year.

GUIDELINES AND PROCEDURES:

Emergency Expenditure

The Chief Elected Official and the Chief Administrative Officer (or one elected official and one designated employee) must determine that the expenditure is required and is a result of an emergency.

The Chief Elected Official and the Chief Administrative Officer (or one elected official and one designated employee) may approve the expenditure.

Immediately after the emergency, the Chief Administrative Officer (or the designated employee) shall report to council:

- The nature of the emergency
- The nature and the reason(s) for the expenditure(s), and
- The total cost of the emergency

Council shall accept such report by resolution at a regular meeting of council if the provisions of this policy and procedure have been met.

Unbudgeted Expenditure

The expenditure must be approved by resolution of council prior to being incurred.