

CORPORATION OF THE VILLAGE OF BARNWELL
IN THE
PROVINCE OF ALBERTA

EXPENDITURES - BUDGETED AND UNBUDGETED
POLICY NO. 01-00

Bylaw/Policy Disposition
Amends: <u>01-97</u>
Amended by: _____
Rescinds: _____

Purpose:

To amend Policy No. 1-97 and to establish procedures to authorize expenditures included in a budget and to authorize expenditures not included in a budget.

Policy Statement and Guidelines

In this Policy

- (a) **"Budgeted Expenditure"** means an expenditure included in and/or added to the interim operating budget, the operating budget or the capital budget for the year.
- (b) **"Unbudgeted Expenditure"** means an expenditure not included in the interim operating budget, the operating budget or the capital budget for the year
- (c) **"Authorize"** means having the authority to approve the expenditure and/or make payment for the expenditure by means of cheque or petty cash.
- (d) **"Emergency"** means an occurrence or situation which could jeopardize the safety, health or welfare of people or the protection of property in the Village of Barnwell.

1. **Budgeted Expenditure**

If a proposed budgeted expenditure will not exceed the budget for the program or function as set by Council, the Chief Administrative Officer may authorize the expenditure.

1. **Unbudgeted Expenditure**

If a proposed unbudgeted expenditure is **not of an emergency nature** and

- (i) the expenditure will not exceed the budget for the program or function, the Chief Administrative Officer may authorize the expenditure

- (ii) the expenditure will exceed the budget for the program or function, Council must approve the expenditure

If the proposed unbudgeted expenditure is **for an emergency** as determined by the Chief Elected Official or the Chief Administrative Officer, the Chief Elected

**VILLAGE OF BARNWELL
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Official, or the Chief Administrative Officer or a Designated Officer or employee delegated by him, may authorize the expenditure.

3. **List of Cheques**

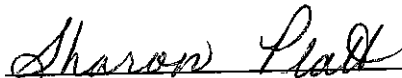
A List of Cheques written will be prepared and presented at Regular Council Meeting for acceptance and approval by Resolution of Council.

2. **Signing of Cheques**

All cheques issued by the Village of Barnwell must be signed by

- (i) The Chief Administrative Officer or employee delegated by him/her, and
- (ii) One member of Council.

	Date	Resolution #
Approved	Jan 18/00	05/00
Amended		
Amended		



MAYOR



ADMINISTRATOR