

TOWN OF HIGH PRAIRIE

Policy Number No. 49-2012	Approval Date September 12, 2012	Resolution Number 448/12
Supersedes	Effective Date September 12, 2012	Legal Authority
Amendments:	Amendment Date	Amendment Resolution Number

TITLE: Council Discretionary Funds Policy

Definition of a Policy:

A policy is a formalized written plan of action on what to do in a given certain circumstance or situation.

Purpose of this Policy:

To ensure there are clear guidelines for Council Members regarding the budgeting, authorization and expenditure of Council Discretionary Funds.

1.0 What discretionary accounts does Council have in the Council budget:

The general ledger accounts holding the discretionary funds that Council controls are shown in the detailed income statement for the department labeled "Council". The discretionary fund account descriptions are:

- Training
- Travel
- Convention
- Advertising
- Promotion
- Membership
- Grants

2.0 Role of the Budget:

The budget for discretionary Council expenses is approved by Council each year and is part of the Operating Budget for the Town. The approval of the budget authorizes the total amount that may be expended under each account, but does not authorize each individual expenditure. Each individual expenditure is subject to another authorizing process regardless of whether the expenditure is initiated by a Council member or the Administration.

3.0 Funds to Allocate to each discretionary account:

This policy sets a framework for deciding how much to allocate to each discretionary account. The council discretionary accounts will generally be funded through tax revenues. The amount to fund for each account will generally be determined via the annual budgeting process by listing on budget working papers each planned activity and the associated cost that will be charged to the account. In no cases may the budgeted percentage of discretionary council expenditures to total revenues, as a group, exceed the previous year's actual percentage.

4.0 Authorization for Expenditure of Discretionary Council Funds:

Authorization from Council shall be required before any individual discretionary Council expenditure is made by a member of Council or by the Administration on behalf of Council. For example, before a councilor may incur travel expenses to a conference, Council must first authorize the expenditure and the amount. Similarly, any promotional expense that a member of council wishes to make must first be authorized by Council, including the amount. Additionally, any expenditure the Administration makes on behalf of Council using Council discretionary funds shall first be authorized by Council. Authorization shall be by Council resolution or bylaw. The resolution (i.e. motion #) or bylaw number shall be listed on the applicable vendor invoice or expense report related to the Council discretionary account expenditure.

Approved by Council: _____
Date September 12, 2012