

TOQUAHT NATION GOVERNMENT

Enacted under the Financial Administration Act section 11.1

EXPENDITURES REGULATION

TNR 4/2011



OFFICIAL CONSOLIDATION – CURRENT TO MAY 21, 2015

This is a certified true copy of the consolidated Expenditures Regulation TNR 4/2011, Current to May 21, 2015

Date: October 8th, 2015

Kristen Johnson

Signed:

Law Clerk

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EXPENDITURES REGULATION TNR 4/2011
OFFICIAL CONSOLIDATION – CURRENT TO MAY 21, 2015

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PART 1 - INTRODUCTORY PROVISIONS

Short title

1.1 This regulation may be cited as the Expenditures Regulation.

Application

1.2 This regulation prescribes

- (a) who can authorize an emergency expenditure,
- (b) the form for requisitions for payment, and
- (c) who can authorize a requisition for payment.

Definitions

1.3 In this regulation,

“Act” means the Financial Administration Act.

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PART 2 - EMERGENCY EXPENDITURES

Emergency expenditures

- 2.1 (a) An emergency expenditure must not be made unless
- (i) for emergency expenditures greater than \$20,000, the emergency expenditure has been approved by the Executive by resolution,
 - (ii) for emergency expenditures greater than \$5,000 but less than \$20,000, the emergency expenditure has been approved by
 - (A) the Executive by resolution, or
 - (B) the director of operations, and
 - (iii) for emergency expenditures less than \$5,000, the emergency expenditure has been approved by
 - (A) the Executive by resolution,
 - (B) the director of operations, or
 - (C) the director of finance.
- (b) Subsection (a) does not give the director of operations or the director of finance the authority to borrow for the purpose of making an emergency expenditure.

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PART 3 - REQUISITIONS FOR PAYMENT

Prescribed form


- 3.1 (a) The Form numbered DF-1 in Schedule 1 is prescribed for the purposes of section 6.3 of the Act.
- (b) A requisition for payment must be in Form DF-1.
- (c) Every requisition for payment must be completed and signed in accordance with
- (i) the Act,
 - (ii) this regulation, and
 - (iii) the instructions on Form DF-1.

Prescribed individuals

- 3.2 The following individuals are prescribed for the purpose of section 6.3(b) of the Act:
- (a) for
- (i) expenditures authorized under the annual budget for the current fiscal year and greater than \$20,000, or
 - (ii) emergency expenditures greater than \$20,000,
- the director of operations or the director of finance and, upon the approval of the Executive by resolution, any member of the Executive,
- (b) for emergency expenditures greater than \$5,000 but less than \$20,000, the director of operations,
- (c) for
- (i) expenditures authorized under the annual budget for the current fiscal year and less than \$20,000, or
 - (ii) emergency expenditures less than \$5,000,
- the director of operations or the director of finance.


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SCHEDULE 1 – REQUISITION FOR PAYMENT FORM DF-1

<p>TOQUAHT NATION</p> <p>Financial Administration Act Department of Finance Form DF-1</p> <p>REQUISITION FOR PAYMENT</p>		<p>Cheque Number: _____</p> <p>Date: _____</p> <p><i>(for Department of Finance use only)</i></p>	
A. PAYMENT INFORMATION <i>(to be completed by the individual requesting the payment)</i>			
Requested by:		Date:	
Name of Payee:			
Address of Payee:			
Invoice Amount:		Sales Tax:	
		Total:	
Invoice Number:		Invoice Date:	
		GL Coding:	
Purpose of Expenditure:			
<i>(Note: the original invoice or other supporting documentation must be attached to the requisition)</i>			
B. AUTHORIZING SIGNATURES: <i>(to be completed by the individuals authorizing the requisition)</i>			
Signature #1		Signature #2 (if required)	
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Date:		Date:	

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SCHEDULE 1 - REQUISITION FOR TRAVEL FORM DF-2

TOQUAHT NATION				(For Department of Finance use only)	
Financial Administration Act Department of Finance Form DF-2				Cheque Number: _____ Date: _____	
REQUISITION FOR TRAVEL					
Name: _____		Date of Request: _____		Approval: _____	
Destination: _____		Date Required: _____		Date: _____	
Purpose: _____		Program: _____		Account: _____	
Reimbursable? _____		Reimbursable From: _____		Dept: _____	

Dates of Trip	To / From		KM		Total KM Expense		Meals	Room*	Taxi / Bus*	Ferry*	Incidentals	Honourarium
	To:	From:	G	P	\$	0.542						
							B					
							L					
							D					
							B					
							L					
							D					
							B					
							L					
							D					
							B					
							L					
							D					
							B					
							L					
							D					
							B					
							L					
							D					
Totals:					\$	\$	\$	\$	\$	\$	\$	\$

Travel Rates		Private Accommodation	30.00
Breakfast	15.00	Lunch	20.00
Dinner	25.00	Incidentals	14.00

	Expense \$ -
	GST \$ -
	PST \$ -
	Total -

Total Claim \$ _____

APPLICANT SIGNATURE: _____

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LEGISLATIVE HISTORY

Expenditures Regulation TNR 4/2011 enacted April 1, 2011

Amendments

Section	Amendment	In Force
Schedule 1	Requisition for Travel, Form DF-2	May 21, 2015

Amending Acts:

Amending Regulations:

Orders:

TNO 02/2015 Order of the Executive enacted May 21, 2015