

UNBUDGETED EXPENDITURE POLICY

Subject: Unbudgeted Expenditure Ref: Finance Code: 15

Date Approved: March 22, 2016 Motion No: 1286/22/03/16 Replaces: 706/17/10/06

The County of Northern Lights
believes in being able to respond to opportunities
and/or unplanned incidents if and when required or desirable.

The County of Northern Lights proposes to do this
by establishing procedures to authorize and verify expenditures
that are not included in its budget.

[Section 248 MGA]

Signed: *Anderson*
Chief Elected Official

Signed: *Van Oort*
Chief Administrative Officer

PROCEDURE:

1. In this Policy

(a) “**Unbudgeted Expenditure**” means an expenditure not included in the interim operating budget, the operating budget or the capital budget for the year.

(b) “**Emergency**” means an occurrence or situation which could jeopardize the safety, health or welfare of people or the protection of property in the municipality.

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

(a) the expenditure will not exceed the budget for the program or function, the Chief Administrative Officer or designate may approve the expenditure provided that the amount does not exceed signing authority.

(b) the expenditure will exceed the budget for the program or function, Council must approve the expenditure.

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

(a) the Chief Elected Official, Deputy CEO or

(b) the Chief Administrative Officer or designate may approve the expenditure.