



Clear Hills County

Effective Date: March 25, 2003	Policy Number: 1203
Title: EXPENDITURES	

1. Policy Statement

- 1.1. Clear Hills County shall provide guidelines for expenditure control for Clear Hills County.

2. Responsibilities

- 2.1. All purchases should be made according to the Tendering and Purchasing Policy.
- 2.2. The person approving the expenditure is responsible to ensure that the amount of the expenditure is fair and just and consistent with the purpose and amount as approved in the annual budget, verify that the goods and services have been received or the work has been performed and sign and code the purchase order.
- 2.3. The Controller or designate is responsible to ensure all expenditures are accompanied by an appropriately authorized purchase order and that proper supporting documentation is provided, prior to processing for payment.
- 2.4. For expenditures that are in conjunction with an existing letter of agreement or contract, the Controller or designate should ensure the payment is in accordance with such.

3. Approval

- 3.1. Council shall approve all expenditures included in the annual budget, any transfers between budget functions or expenditures in excess of the approved budget must be approved by Council.
- 3.2. All grant payments should be authorized by a resolution of the Council.
- 3.3. Expense Claims & Credit Card Expenditures
 - 3.3.1. Reeve Approved by Deputy Reeve or any Councillor
 - 3.3.2. Council Approved by Reeve or Deputy Reeve

- 3.3.3. CAO Approved by Reeve or Deputy Reeve
- 3.3.4. Directors Approved by CAO or designate
- 3.3.5. County Staff Approved by Directors
- 3.4. Requisitions and Fees
- 3.4.1. Requisitions and Annual fees Council Resolution
- 3.4.1.1. Annual memberships for the following associations can be approved by the CAO:
- Alberta Association of Municipal Districts & Counties (AAMD&C)
 - Alberta Urban Municipalities Association (AUMA)
 - Family & Community Support Services (FCSS)
 - Federation of Canadian Municipalities (FCM)
- 3.4.2. Professional and Other Membership Fees for CAO Council Resolution
- 3.4.3. Professional and Other Membership Fees for Directors CAO
- 3.4.4. Professional and Other Membership Fees for Staff Directors
- 3.5. All other expenditures should be authorized according to the Tendering and Purchasing Policy.

4. **End of Policy**

ADOPTED

Resolution #C194-03

Date: March 25, 2003

AMENDED

Resolution #C876-03

Date: November 25, 2003

AMENDED

Resolution #C444-04

Date: May 25, 2004

AMENDED

Resolution #C213(04/10/07)

Date: April 10, 2007

AMENDED

Resolution #C211(04/22/08)

Date: April 22, 2008