



Unbudgeted Expenditures Policy #004

Date of Approval by Council:	July 10, 2024
Resolution Number	#202400172

Signature of Approval of CAO: *Karl Rude*

Purpose

The purpose of this policy is to establish the Village's protocols for unbudgeted expenditures.

Definitions

"Emergency" means an occurrence or situation which could jeopardize the safety, health or welfare of people, or the protection of property in the municipality.

"Function" means a principal service category or operation of the Village carried out through a number of related sub-functions or activities. Example: Public Works is a function; Road Repairs is a sub-function and pothole repair is an activity. Functions, which may be amended as required, of the Village of Andrew include: Council, Administration, Emergency Services, Streets, Public Works, Utilities, FCSS, Economic Development, Recreation/Parks and Beautification/Culture.

Procedures

- 1) If the proposed unbudgeted expenditure is for an emergency as determined by the Chief Administrative Officer, the Chief Administrative Officer may approve the expenditure and will inform Council of the expenditure and any implications or further decisions required at the next Council meeting.
- 2) If a proposed unbudgeted expenditure is not of an emergency nature and the expenditure is an operating expenditure that will not exceed the overall budget for the function, the Chief Administrative Officer may approve the expenditure and will inform Council of the expenditure.
- 3) Reallocations of budget between different functions may be approved by the Chief Administrative Officer for amounts up to \$5,000; however, anything over \$5,000 must be approved by Council.
- 4) If a proposed unbudgeted expenditure is an operating expenditure that will exceed the budget for the function and there are no options for reallocation between functions, Council must approve the expenditure.
- 5) All unbudgeted capital expenditures must be approved through an amended capital budget.