



**Expenditures not Included  
in Budget Policy**

**2A.002**

**Section:** 2.0 General Government and Administrative Services  
- A. Governance  
**Authority:** Council, Chief Administrative Officer

**Statement**

The Municipal District of Bonnyville (M.D.) Council shall establish procedures to authorize and verify expenditures that are not included in an operating budget or capital budget.

**Purpose**

To verify how expenditures not in the budget are authorized.

**Definitions**

For the purposes of this policy:

- (1) "Emergency" means an occurrence or situation that arises which could jeopardize the safety, health or welfare of people and the protection of people and property in the M.D.

**Procedure**

For expenditures not included in an operating budget, interim budget or capital budget or otherwise authorized by Council, the following procedure will apply:

- (1) For a non-emergency:
  - (a) Subject to the expenditure for each Program Function not having been exceeded, the Chief Administrative Officer is authorized to approve the said expenditure(s).
  - (b) If the expenditure for a Program Function will exceed the budgeted amount, Council by resolution must authorize the said expenditure(s).
- (2) For an emergency:
  - (a) If, in the opinion of the Chief Elected Official, Chief Administrative Officer, Designated Officer or an employee, an emergency arises, these persons shall be authorized to approve the said expenditure(s). A Designated Officer or an employee may authorize the expenditure only if they have been delegated that responsibility or it is contained within their respective job description.

**Review Period**

Within five (5) years from date adopted / amended / reviewed.

**For administrative use only:**

<b>Previous Policy Number:</b> (prior to July 24, 2019)	10.12.10
<b>Related Documentation:</b> (plans, bylaws, policies, procedures, etc.)	

*Date Adopted:* October 26, 1995

*Resolution No:* 95.766

*Date Amended<sub>(01)</sub>:* February 27, 2013

*Resolution No:* 13.100

*Date Reviewed<sub>(01)</sub>:* May 9, 2018

*Resolution No:* 18.281