



Unbudgeted Expenditures

Policy # FIN-002

Board Approved Motion #22-195

Date December 14, 2022

Review Cycle- Annual

Last Review- December 2022

Next Review December 2023

PURPOSE

To establish procedures to authorize expenditures not included in a budget.

DEFINITIONS

For the purposes of this policy:

BESC means the Beaver Emergency Services Commission.

Board means the Board of Directors of BESC

CAO means the chief administrative officer of BESC

Emergency means a sudden unexpected occurrence or situation which presents a financial necessity for BESC or which could mitigate risk to the safety, health, or welfare of people, or property.

Function means a principal service of BESC.

Unbudgeted Expenditure means any expenditure not included in an interim, operating or capital budget for the year.

PROCEDURE

If the proposed unbudgeted expenditure is not an emergency expenditure approval is by

- the CAO if it is operating expenses that do not exceed budget
- the Board if it is an operating expense that exceeds budget
- the Board if it is a capital expenditure

If the proposed unbudgeted expenditure is an emergency expenditure, as determined by the CAO or Board Chair, approval is by

- the CAO or
- the Board Chair


At the first Board meeting following the expenditure, the board considers and authorizes the expenditure by resolution.

RELATED DOCUMENTS

MGA RSA 2000 Chapter M-26 Section 602.26(2) – Expenditure of Money

Operating Reserve Policy

Tangible Capital Asset Policy



Board Chair



Vice Board Chair

15 Nov 23
Date

15/Nov 23
Date