



## **EXPENSE RULES**

### **BROADER PUBLIC SECTOR ACCOUNTABILITY**

Sudbury Developmental Services is designated as a broader public sector organization and, as such, complies with the Broader Public Sector Accountability Act (BPSAA) and related directives.

This includes making its rules and practices regarding expenses and perquisites available to the public on its corporate website.

### **Expense Rules**

1. Members of SDS's volunteer Board of Directors may be remunerated only for reasonable expenses they incur in the performance of their duties.
2. SDS employees will be paid/reimbursed for expenses that: are related to business, modest and appropriate, balance economy and efficiency of operations with a healthy and safe workplace, are supported by acceptable documentation, and are properly authorized in accordance with internal policies.
3. Hospitality (i.e. food, beverages, accommodation, transportation, and volunteer/member/staff recognition) is extended as economically as possible. Unless otherwise designated, hospitality expenses are not charged to public or donated funds.
4. All business expenses are subject to internal and external audit.  
Perquisites (a benefit enjoyed as a result of one's job or position)

**SDS does not provide perquisites to any of its volunteers or employees.**

If you have questions about SDS's policies and practices related to expenses and perquisites, please contact: Nathan Smith, Director of Finance and Administration, 245 Mountain St., Sudbury, P3B 2T8 (705) 674-1451 ext. 232 or email [nathan.smith@sudburyds.ca](mailto:nathan.smith@sudburyds.ca).