

FINANCE & EXPENSE POLICY

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1. PREAMBLE

The Financial & Expense Policy applies to all Employees, Commissioners, representatives, and volunteers acting on behalf of the Village of New Minas. Any violation of this policy will likely result in disciplinary action, which may include termination of employment and/or the recovery of Village funds as well as the costs incurred by the Village to remedy any such violation, including legal fees.

2. AUDITOR'S REPORT

The auditor's report shall be published on the Village website.

3. BUDGET SUMMARY

The full year budget summary shall be published on the Village website.

4. CASH & INVENTORY

All Village Commissioners, Employees, representatives, and volunteers shall use care and diligence when handling cash and inventory. This includes the movement and maintenance of cash and inventory. Commissioners, Employees, representatives, and volunteers shall maintain the security and integrity of cash and inventory and shall be held responsible for shortages, where applicable.

Cash floats issued must be authorized by an administrative staff member or their designate. The floats must be signed out by a representative of the appropriate department, in writing. The person requesting and receiving the float is responsible for the security of the float and the return of all monies. Those signing for floats are responsible for any shortages.

For the purposes of issuance of a cash float, administrative staff shall include the following staff members:

- Administrative Assistant
- Clerk Treasurer/Chief Administrative Officer
- Director of Recreation & Community Development
- Finance Manager
- Finance Officer
- Operations Manager

5. CELLULAR DEVICES

The Village recognizes that use of cellular communication is essential to the work environment. Therefore, cellular devices and data plans are provided to the following staff members to assist in performing their duties:

- Clerk Treasurer/Chief Administrative Officer
- Custodians
- Director of Recreation & Community Development
- Operations Manager
- Public Works Foreperson
- Skilled & Unskilled Public Works staff as needed
- Water Systems Operator

The cellular device will remain the property of the Village.

6. CHEQUE WARRANT FORMS

All cheques, electronic or online payments, and expenses are authorized through a “Cheque Warrant Form” (CWF) which is drawn up by the Finance Officer. The CWF, with an invoice or receipt attached, is then approved by the Clerk Treasurer/Chief Administrative Officer, with account numbers being assigned and the expense being assessed for HST. Once the expense is approved, payment is drawn up, authorized, and issued. In general, this process takes two weeks to complete.

7. CHEQUE SIGNING

All Village cheques must be signed by any two of the established three signing officers. In general, cheques are signed by two Commissioners, with the Clerk Treasurer/Chief Administrative Officer being designated as the third signatory. Where possible, signing officers should not sign a cheque payable to themselves.

8. CONTRACT SIGNING

Any contracts that are signed by the Village are normally signed by the Clerk Treasurer/Chief Administrative Officer. No employee, other than the Clerk Treasurer/Chief Administrative Officer, shall bind the Village by signing a written contract on its behalf absent the express written consent of the Clerk Treasurer/Chief Administrative Officer.

9. CREDIT CARD EXPENSES

The Village will issue credit cards, with limits, to the following staff members:

- Clerk Treasurer/Chief Administrative Officer- \$5000
- Director of Recreation & Community Development - \$5000
- Finance Manager - \$5000
- Operations Manager - \$5000
- Public Works Foreperson - \$3000
- Water Systems Operator - \$2500

Receipts and statements must be reported on a monthly basis. Personal expenses, including cash advancements for personal expenses or cash advances of any kind, are not permitted. Interest accrued on a credit card will not be reimbursed.

10. EXPENSE REIMBURSEMENT

Expenses incurred personally for Village purposes may be reclaimed, provided the expense is approved. To reclaim an out-of-pocket expense, an Expense Claim Reimbursement Form, with an attached detailed and itemized receipt, which includes the business reason for the expense, must be completed and submitted within forty-five days of the expense.

Generally speaking, out-of-pocket expenses are discouraged. The preferred policy on purchases is the utilization of a Purchase Order. Any expenses paid must have been incurred, with the exception of preauthorized expenses.

11. EXPENSE REPORTS

The Village shall prepare an expense report for each reportable individual within 90 days of the end of each fiscal quarter. An expense report must:

- be posted on a publicly available website for the Village; and
- comply with the Financial Reporting and Accounting Manual Regulations, as amended from time to time

The Village shall prepare an annual summary report that complies with any requirements prescribed by the Minister and shall file the annual summary report with the Minister by September 30th of each year.

12. INDIVIDUAL RESPONSIBILITIES

Every individual who incurs an expense on behalf of the Village of New Minas is responsible for:

- Completing and submitting expense claims, with supporting documentation, in a timely manner;
- Consulting their supervisor, prior to incurring an expense, to ensure that sufficient current budget year allocations are available to cover the expense;
- Documenting and reporting to their supervisor or to the Clerk Treasurer/Chief Administrative Officer any suspicious activity related to the misuse of funds;
- Exercising diligence and care in incurring expenses in a reasonable and prudent manner;
- Familiarizing themselves and complying with this Policy;
- With respect to travel, cancelling reservations as required, safeguarding advances and funds provided, and considering alternatives to travel including teleconferencing and videoconferencing.

13. KILOMETRAGE RATES

Any Commissioner or Employee is eligible to make a claim when traveling on Village business. Driving distance shall be reimbursed and benchmarked at the rate established by the Province of Nova Scotia for government and public sector employees. In general, a claim does not apply to miscellaneous errands within the Wolfville-Kentville area, unless otherwise approved or established by the Clerk Treasurer/Chief Administrative Officer.

14. PAYROLL APPROVAL

Payroll time sheets are authorized by the appropriate supervisor and submitted to the Finance Manager for review and input. Once payroll data is reviewed and inputted, it is then reviewed in detail and approved by the Clerk Treasurer/Chief Administrative Officer. A final audit is conducted by a designated Commissioner prior to final submission.

15. PER DIEMS

Any Commissioner or Employee is eligible to apply for a per diem when traveling on Village business. The per diem allowance is granted for meals incurred out-of-pocket when traveling on Village business or attending a conference in which the meals are not provided. Receipts for each meal must be submitted with the expense claim to demonstrate proof of purchase and that the meal did not include alcoholic beverages, in accordance with Section 16 — Prohibited Purchases. The per diem allotments are:

- \$15 for breakfast (The cost of breakfast may be claimed only when the Commissioner or Employee has been travelling on Village business for more than one hour before the recognized time for the start of the day's work.)
- \$20 for lunch
- \$30 for dinner (The cost of the evening meal may be claimed when the Commissioner or Employee is not expected to return to their residence before 6:00 pm.)

In addition, Employees are entitled to a \$20 per diem when remaining at work for evening meetings within Kings County.

Application can be made using an Expense Claim Reimbursement Form. A per diem cheque can be prepared in advance of the travel (preauthorized) or after the travel is completed.

16. PROHIBITED EXPENSES

The following expenses are prohibited:

- A claim submitted and authorized by the same person
- A claim submitted for an individual who is not a Commissioner, Employee, representative, or volunteer
- A claim submitted on behalf of another person
- An expense for alcohol or alcoholic beverages (other than for alcohol purchased under the license issued by the Alcohol & Gaming Authority)
- Use of petty cash to reimburse claims related to travel and professional development

Application can be made using an Expense Claim Reimbursement Form. A per diem cheque can be prepared in advance of travel or after travel is completed.

17. PURCHASE ORDERS

A Purchase Order is the Village's preferred method of requisitioning a product, good, or service. The established practice is that the Village does business only

with organizations that will accept a Purchase Order or who are preferred suppliers. Therefore, items should be requisitioned from suppliers who will accept a Purchase Order or Purchase Order number. If an organization is not setup as a supplier, please advise the Clerk Treasurer/Chief Administrative Officer to establish an account with that business. A Purchase Order number can be obtained from the following staff members:

- Clerk Treasurer/Chief Administrative Officer
- Director of Recreation & Community Development
- Finance Manager
- Finance Officer
- Operations Manager
- Public Works Foreperson
- Water Systems Operator

18. SIGNING AUTHORITY

The Village has three signing officers who are authorized to sign cheques on behalf of the Village. The three signing officers consist of two Commissioners and the Clerk Treasurer/Chief Administrative Officer.