

WAIPAROUS

POLICY – EMPLOYEE, COUNCIL & VOLUNTEER EXPENSE

1. PURPOSE

The purpose of this policy is to:

- a) clarify the process by which Employees, Council and volunteers are authorized to make purchases on behalf of the Summer Village;
- b) outline Council honorarium process
- c) make clear the reimbursement process for expenditures and mileage;
- d) support accountability for financial transactions; and
- e) provide clarity of roles and responsibilities.

2. POLICY

The Summer Village of Waiparous will reimburse Employees, volunteers, and Council Members for approved expenditures and mileage incurred on official municipal business. Council Members will receive an annual honorarium to help cover out of pocket expenses incurred to conduct elected official duties and are not intended to be payment for being a Council Member or to cover all expenses of being an elected official.

To be eligible for reimbursement, purchases and mileage must be authorized by the Chief Administrative Officer and, or Committee Chair. Expenses must be necessary, reasonable and justifiable. An Expense Claim form (Appendix A) must be completed and submitted to administration, accompanied by the original itemized receipts, in a timely manner.

3. DEFINITIONS

In this policy:

“Employee(s)” means any regular or contract employee, or volunteer providing services under the authority of the Chief Administrative Officer or the Council of the Summer Village;

“Council Member(s)” means any current elected official of the Summer Village;

4. PROCESS

- a) All expenditures made must be approved by Council within the operating budget.
 - b) No expenditure may exceed the approved budget without approval by Resolution of Council.
-

- c) Employees, Council Members and volunteers making a purchase for an approved Committee event or Work Bee must have prior approval before making a purchase. A completed Expense Claim Form including copies (scanned or original) of all receipts is to be submitted to Village Administration within 60 sixty (60) days of the expense incurring.
- d) Mileage will be paid at the approved CRA rate for trips required to conduct official municipal business as approved by Administration, Council or Committee Chairs
- e) Mileage claims should be submitted on the Expense Claim Form.
- f) Council Honorariums will be \$600 per year and will be paid to the elected officials currently in office at the end of each year.
- g) During election years, new and exiting Council Members will receive their Council Honorariums on a prorated basis based on number of months in office for the year at \$50 per month.
- h) Administration will obtain approval signatures from appropriate approving authority as per the Signing Authority Policy.
- i) Expense reimbursements will be made by Cheque within 30 days of receiving the completed Expense Form and Approval Signatures.

5. RESPONSIBILITIES

EMPLOYEE, COUNCIL & VOLUNTEER RESPONSIBILITY

Any Employee, Council Member or volunteer engaged in purchasing for the Summer Village must ensure:

- a) All purchases are made in accordance with this policy;
 - b) Committee Chairs are responsible to ensure anyone they delegate to make purchases on behalf of the Summer Village understand what they are required to purchase and what their budget is;
 - c) Budgets are not suggestions; any overspending must be explained in writing and reimbursements will only be made with Council approval;
 - d) When claiming expenses Employees, Council Member and volunteers must provide a completed Expense Claim form. All expenses must be supported by a receipt, invoice or other proof of expenditure. Credit card receipts are not appropriate on their own unless they contain details of items purchased;
-

WAIPAROUS

POLICY – EMPLOYEE, COUNCIL & VOLUNTEER EXPENSE

- e) Where original receipts are lost or not available a detailed written explanation is to be provided. The explanation will be required before payment can be issued. Within a fiscal year detailed receipts can only be missing on no more than three occasions, beyond that expenditures will be considered a personal expense. All receipts are to be legible for easy understanding;
- f) All expense claims should be submitted for reimbursement on a timely basis. Expense claims submitted more than six months after the expenses have been incurred are not eligible for reimbursement.

ADMINISTRATION RESPONSIBILITY

The Chief Administrative Officer must ensure:

- a) all Employees, Council Members and volunteers are aware of and understand this policy,
- b) all Employees, Council Members and volunteers comply with this policy,
- c) the policy is posted publicly on the Summer Village of Waiparous website, and
- d) the policy is reviewed once every five years, or when a practice change.

Approved by Council this 20th day of November 2023



Matthew Sundal
Mayor



Suzanne Gaida
Chief Administrative Officer

APPENDIX A - EXPENSE FORM

SUMMER VILLAGE OF WAIPAROUS EXPENSE FORM 2023

Name _____

Mailing Address _____

City/Province/Postal Code _____

Phone / email address _____

Date of Purchase	Description	Vendor	Subtotal	GST	Total	
Date of Travel	Description	# of km	rate/km	Subtotal	GST	Total
			\$0.68	\$0.00	\$0.00	\$0.00
			\$0.68	\$0.00	\$0.00	\$0.00
			\$0.68	\$0.00	\$0.00	\$0.00
			\$0.68	\$0.00	\$0.00	\$0.00
			\$0.68	\$0.00	\$0.00	\$0.00
TOTAL CLAIM						\$0.00

Please attach all original receipts, or good quality scanned versions of receipts for all claims.

By signing below you certify the above claim to be true.

Name _____

Date _____

FOR OFFICE USE ONLY

Signature of Approving Authority 1

Signature of Approving Authority 2

Name _____

Name _____

Position _____

Position _____

Date _____

Date _____