

# REPORTABLE MUNICIPAL EXPENSES

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# AGENDA

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Quarterly Report Requirements



Submission Process



Expense Policy

# QUARTERLY REPORT REQUIREMENTS

- Must post Council and CAO expenses on the municipal website 90 days after the end of each quarter
- Must include reportable municipal expense, including:
  - Travel and travel-related (including accommodations, incidentals and transportation)
  - Meals
  - Professional training and development
  - Other related expenses

# QUARTERLY REPORT REQUIREMENTS

## Mayor/Warden

|   |          |  |  |
|---|----------|--|--|
| Salary/Remuneration                                     | RTPD3009 |  |  |
| Travel and Travel related Expenses                      | RTPD3011 |  |  |
| Meals Expenses  | RTPD3013 |  |  |
| Professional Development and Training                   | RTPD3015 |  |  |
| Other Expenses  | RTPD3098 |  |  |
| <b>Total Mayor Remuneration and Expenses Reimbursed</b> | RTPD3099 |  |  |

## Councillor

|   |          |   |  |
|---|----------|---|--|
| Salary/Remuneration                               | RTPD3109 |   |  |
| Travel and Travel related Expenses                | RTPD3111 |   |  |
| Meals Expenses                                    | RTPD3113 |   |  |
| Professional Development and Training             | RTPD3115 |   |  |
| Other Expenses                                    | RTPD3198 | - |  |
| <b>Total Remuneration and Expenses Reimbursed</b> | RTPD3199 | - |  |

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graph TD; A[Council expenses to be submitted at each Regular Council Meeting;] --> B[Approval and payment process will occur;]; B --> C[Payment will be provided to Council member at the Committee of the Whole Meeting]; C --> D[Expenses will be posted on the Municipality's website.]; D --> A;
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Payment will be provided to Council member at the Committee of the Whole Meeting

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## COUNCIL SUBMISSION PROCESS

# EXPENSE POLICY MUST INCLUDE:

- ✓ Outline individual responsibilities;
- ✓ Include mileage and per diem rates;
- ✓ Outline rules around claiming mileage;
- ✓ Outline what qualifies and if there are restrictions;
- ✓ Prohibit a person from claiming alcohol purchases;
  
- ? Establish an approval process;
- ? Require detailed/itemized receipts including business reason to support claims;

## EXPENSE POLICY MUST INCLUDE:

- ✗ Not allow to reimburse someone who is not an employee;
- ✗ Prohibit from submitting a claim on behalf of others;
- ✗ Outline a preauthorization requirement;
- ✗ Require that the costs must be incurred;
- ✗ Prohibit a person from authorizing own expenses;
- ✗ Set out rules on use of advances and corporate credit cards;
- ✗ Prohibit use of petty cash for reimbursement for travel and professional development expenses;
- ✗ Include a clause that fraudulent irregularity, misuse or misappropriation of funds may include without limitation disciplinary action not excluding termination;
- ✗ Include a clause referring to documented policy or process related to reporting suspicious activity or potential misuse of funds;