

**Title: Unbudgeted Expenditures**

**Policy No: 1505**

**Approval: Town Council**  
**Effective Date: December 28, 2005**



**Policy Statement:** To establish procedures to authorize and verify expenditures not included in the budget.

### Definitions

1. Unbudgeted Expenditure – an expenditure not included in the interim operating budget, the operating budget or the capital budget for the year.
2. Emergency – an occurrence or situation which could jeopardize the safety, health or welfare of people or the protection of property in the municipality.

### Procedure

1. If the proposed unbudgeted expenditure is not of an emergency nature and
  - a) the expenditure will not exceed the budget for the project or function, the Chief Administrative Officer may approve the expenditure;
  - b) the expenditure will exceed the budget for the project or function, Council must approve the expenditure.
2. If the proposed unbudgeted expenditure is for an emergency as determined by the Mayor or the Chief Administrative Officer
  - a) the Mayor, or;
  - b) the Chief Administrative Officer or designate;may approve the expenditure.
3. Financial variance reports will be provided to Council on a quarterly basis or as required.