

**TOQUAHT NATION GOVERNMENT**

**Enacted under the Financial Administration Act section 11.1**

**EXPENDITURES REGULATION**

**TNR 4/2011**



**OFFICIAL CONSOLIDATION – CURRENT TO MAY 21, 2015**

This is a certified true copy of the consolidated Expenditures Regulation TNR 4/2011, Current to May 21, 2015

Date: October 8<sup>th</sup>, 2015

*Kristen Johnson*

Signed:

\_\_\_\_\_  
Law Clerk

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## **PART 1 - INTRODUCTORY PROVISIONS**

### **Short title**

1.1 This regulation may be cited as the Expenditures Regulation.

### **Application**

1.2 This regulation prescribes

- (a) who can authorize an emergency expenditure,
- (b) the form for requisitions for payment, and
- (c) who can authorize a requisition for payment.

### **Definitions**

1.3 In this regulation,

“Act” means the Financial Administration Act.

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## PART 2 - EMERGENCY EXPENDITURES

### Emergency expenditures

- 2.1 (a) An emergency expenditure must not be made unless
- (i) for emergency expenditures greater than \$20,000, the emergency expenditure has been approved by the Executive by resolution,
  - (ii) for emergency expenditures greater than \$5,000 but less than \$20,000, the emergency expenditure has been approved by
    - (A) the Executive by resolution, or
    - (B) the director of operations, and
  - (iii) for emergency expenditures less than \$5,000, the emergency expenditure has been approved by
    - (A) the Executive by resolution,
    - (B) the director of operations, or
    - (C) the director of finance.
- (b) Subsection (a) does not give the director of operations or the director of finance the authority to borrow for the purpose of making an emergency expenditure.

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### **PART 3 - REQUISITIONS FOR PAYMENT**

#### **Prescribed form**

- 3.1 (a) The Form numbered DF-1 in Schedule 1 is prescribed for the purposes of section 6.3 of the Act.
- (b) A requisition for payment must be in Form DF-1.
- (c) Every requisition for payment must be completed and signed in accordance with
- (i) the Act,
  - (ii) this regulation, and
  - (iii) the instructions on Form DF-1.


#### **Prescribed individuals**

- 3.2 The following individuals are prescribed for the purpose of section 6.3(b) of the Act:
- (a) for
- (i) expenditures authorized under the annual budget for the current fiscal year and greater than \$20,000, or
  - (ii) emergency expenditures greater than \$20,000,
- the director of operations or the director of finance and, upon the approval of the Executive by resolution, any member of the Executive,
- (b) for emergency expenditures greater than \$5,000 but less than \$20,000, the director of operations,
- (c) for
- (i) expenditures authorized under the annual budget for the current fiscal year and less than \$20,000, or
  - (ii) emergency expenditures less than \$5,000,
- the director of operations or the director of finance.

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## SCHEDULE 1 – REQUISITION FOR PAYMENT FORM DF-1

<p><b>TOQUAHT NATION</b></p> <p>Financial Administration Act Department of Finance Form DF-1</p> <p><b>REQUISITION FOR PAYMENT</b></p>		<p><b>Cheque Number:</b> _____</p> <p><b>Date:</b> _____</p> <p><i>(for Department of Finance use only)</i></p>	
<b>A. PAYMENT INFORMATION</b> <i>(to be completed by the individual requesting the payment)</i>			
<b>Requested by:</b>		<b>Date:</b>	
<b>Name of Payee:</b>			
<b>Address of Payee:</b>			
<b>Invoice Amount:</b>		<b>Sales Tax:</b>	
		<b>Total:</b>	
<b>Invoice Number:</b>		<b>Invoice Date:</b>	
		<b>GL Coding:</b>	
<b>Purpose of Expenditure:</b>			
<i>(Note: the original invoice or other supporting documentation must be attached to the requisition)</i>			
<b>B. AUTHORIZING SIGNATURES:</b> <i>(to be completed by the individuals authorizing the requisition)</i>			
<b>Signature #1</b>		<b>Signature #2 (if required)</b>	
<b>Signature:</b>		<b>Signature:</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Title:</b>		<b>Title:</b>	
<b>Date:</b>		<b>Date:</b>	

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**SCHEDULE 1 - REQUISITION FOR TRAVEL FORM DF-2**

<b>TOQUAHT NATION</b>				(For Department of Finance use only)	
Financial Administration Act Department of Finance Form DF-2				Cheque Number: _____ Date: _____	
<b>REQUISITION FOR TRAVEL</b>					
Name:	Date of Request:	Approval:			
Destination:	Date Required:	Date:			
Purpose:	Program:	Account:			
Reimbursable?	Reimbursable From:	Dept:			

Dates of Trip	To / From		KM		Total KM Expense		Meals	Room*	Taxi / Bus*	Ferry*	Incidentals	Honourarium
	To:	From:	G	P	\$	\$						
	From: Reim?				0.542	\$	B					
	To:				0.51	\$	L					
	From: Reim?				0.542	\$	B					
	To:				0.51	\$	L					
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## LEGISLATIVE HISTORY

Expenditures Regulation TNR 4/2011 enacted April 1, 2011

### Amendments

Section	Amendment	In Force
Schedule 1	Requisition for Travel, Form DF-2	May 21, 2015

### Amending Acts:

### Amending Regulations:

### Orders:

TNO 02/2015 Order of the Executive enacted May 21, 2015