UCHUCKLESAHT TRIBE GOVERNMENT

Enacted under the Financial Administration Act section 10.1

EXPENDITURES REGULATION UTR 4/2011



This regulation enacted on April 1, 2011

Signed

Charlie Cootes, Chief Councillor of the

Uchucklesaht Tribe

DEPOSITED IN THE REGISTRY OF LAWS

Signature of Law Clerk

TABLE OF CONTENTS

PART 1 - INTRODUCTORY PROVISIONS	
Short title	
Application	4
PART 2 - EMERGENCY EXPENDITURES	
Emergency expenditures	
PART 3 - REQUISITIONS FOR PAYMENT	9
Prescribed form	(
Prescribed individuals	
SCHEDULE 1 - REQUISITION FOR PAYMENT FORM	1 1

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.

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 in consultation with the chief administrative officer,
 - (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 in consultation with the chief administrative officer, or
 - (B) the chief administrative officer, and
 - (iii) for emergency expenditures less than \$5,000, the emergency expenditure has been approved by
 - (A) the Executive by resolution in consultation with the chief administrative officer,
 - (B) the chief administrative officer, or
 - (C) the director of finance.
 - (b) Subsection (a) does not give the chief administrative officer or the director of finance the authority to borrow for the purpose of making an emergency expenditure.

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 5.3 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 5.3(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 chief administrative officer 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 chief administrative officer,
- (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 chief administrative officer or the director of finance.

SCHEDULE 1 - REQUISITION FOR PAYMENT FORM

UCHUCKLESAHT TRIBE							Cheq	Cheque Number:		
Financial Administration Act Department of Finance Form DF-1							Date:	Date:		
REQUISITION FOR PAYMENT					(for Department of Finance use only)					
A. PAYMENT INFORMATION (to be completed by the individual requesting the payment)										
Requested by:	by:					Date:				
Name of Paye	e:									
Address of Pa	yee:									
Invoice Amount:		Sales Tax:			Total:					
Invoice Number:		Invoice Date:			GL Codi		ng:			
Purpose of Expenditure:						•				
(Note: the original invoice or other supporting documentation must be attached to the requisition)										
B. AUTHORIZING SIGNATURES: (to be completed by the individuals authorizing the requisition)										
Signature #1			Signature #2 (if required)							
Signature:					Signature:					
Name:					Name:					
Title:					Title:					
Date:					Date:					

00252728