

Policy



POLICY TITLE: HOSTING EXPENDITURE	POLICY NO.: ADM-12-01
RESOLUTION: N/A	EFFECTIVE DATE: 1993-07-09
DEPARTMENT RESPONSIBLE: Administration	NEXT REVIEW DATE: 2026-07-09

POLICY STATEMENT:

The Council for the Municipal District of Lesser Slave River No. 124 shall budget funds annually for the hosting of meetings between other municipalities or interest groups.

PRINCIPLE:

To recognize the need for Councils to extend hospitality (sometimes at short notice) to the representatives of other agencies in order to facilitate the conduct of Municipal District business. This authority includes both hospitality and working lunches.

RESPONSIBILITIES:

1. Council must approve hosting expenditures by resolution.
2. The expenditure amount is limited to \$300 per occasion to an annual maximum of \$3,000 for hosting and an annual maximum of \$2,400 for working lunches.
3. The hosting expenditures should be clearly identified in the budget and monitored to observe the delegated limits, both per occasion and annual.
4. An annual report of hosting/working lunch expenditures shall be maintained listing the date of each occasion, amount approved by resolution number and amount paid, cumulative total, and unexpended balance.
5. For hosting expenditures in excess of the delegated authority limits, the normal departmental pre-approval procedures apply.

SPECIAL NOTES/CROSS-REFERENCE: ADM-12-01 Supersedes B1
AMENDMENT DATE: Click or tap to enter a date.