



**House of Assembly**

**Caucus Operational Funding Grants Policy**

**Revised September 2015**

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## 1.0 Approval

Under the authority of subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*(the Act), the House of Assembly Management Commission establishes this policy respecting Caucus Operational Funding Grants.

## 2.0 Purpose

This policy is developed to ensure consistency and appropriateness in the spending of the operational funding provided to each caucus.

## 3.0 General

Grant funding is provided to each caucus to cover the cost of miscellaneous purchases associated with caucus operations.

Each caucus is entitled to \$100 per month for each Member of that caucus, with a minimum of \$800, to fund miscellaneous operational purchases. The Speaker is entitled to \$100 per month.

Beginning with the 2009-2010 fiscal year, this allocation is adjusted based on the provincial Consumer Price Index for the prior calendar year.

Expenses related to constituency business which may be claimed by individual Members under the *Members' Resources and Allowances Rules* may not be claimed under this policy.

It is the responsibility of each caucus to establish and implement control procedures with respect to the operational funding grant.

### 3.1 Definition

For the purposes of this policy only, "caucus" means a group of Members of the same political party, an individual Member with or without party affiliation or the Speaker.

### 3.2 Authority

In accordance with **CM 2008-085**, operational funding was provided to each caucus to fund miscellaneous operational purchases. Guidelines respecting eligible and ineligible purchases under this allocation shall be determined by the Commission.

### **3.3 Supporting Documentation**

Supporting documentation, including **images/photocopies of cheques**, must be retained for **ALL** expenses and must reconcile to the annual summary of expenditures report.

When requested, supporting documentation for each category of expenditure shall be made available to the Clerk of the House of Assembly.

All supporting documentation, including the monthly bank reconciliations, should be retained for 5 years.

## **4.0 Eligible items, services and activities**

The following list of eligible items, services and activities may be purchased under this policy.

### **4.1 Caucus Office and Staff**

#### ➤ Transportation and Communications

- Travel, meals and accommodations associated with hearings, caucus and other meetings
- Travel, meals and accommodations associated with luncheons such as Board of Trade, Combined Councils of Labrador conference, and similar functions
- Travel, meals and accommodations associated with training and development
- Taxis, couriers and other delivery charges

#### ➤ Supplies

- Newspapers, other subscriptions, resource materials
- Gifts for visiting delegations or visiting individuals, to a maximum of \$200 per gift
- Flowers or similar tokens of respect on behalf of a caucus for funerals or serious illnesses of Members, former Members or political staff
- Meals and food services for meetings and guests, or for staff outside normal working hours
- Office supplies and operational expenses

➤ Purchased Services

- Registration or other fees associated with luncheons such as Board of Trade and similar functions
- Processing fees for Access to Information requests
- Media transcripts
- Training and development registration fees
- Standard banking charges
- Advertising, of a non-partisan nature, on behalf of the caucus
- Web site maintenance

**4.2 Members and Constituency Assistants – Caucus Meetings**

➤ Transportation and Communications

- Travel, meals and accommodations

➤ Supplies

- Office supplies, food services, water, other

➤ Purchased Services

- Room rentals, advertising, printing, other

**5.0 Ineligible items, services and activities**

- Expenses which may be claimed by individual Members under the *Members' Resources and Allowances Rules*.
- Expenses associated with partisan political activities.
- Personal items.
- Donations or loans to individuals/groups or to a political party or organization.

**6.0 Monthly Reconciliations**

- Each caucus **must** complete bank reconciliations on a monthly basis.
- The bank reconciliation must include **all** necessary supporting documentation which must be maintained for annual reporting purposes.
- A suggested template for the monthly bank reconciliation is included in Appendix B.

## 7.0 Annual Reporting

- In accordance with **CM 2008-085** of the House of Assembly Management Commission, each caucus **must submit** a report detailing expenditures on the use of this allocation to the Commission within 90 days after the end of each fiscal year.
- A template for the annual report is included in **Appendix A**.
- Details and any supporting documentation for each category of expenditure shall be made available to the Clerk of the House of Assembly, when requested.
- All supporting documentation should be retained for 5 years.

**XX Caucus  
Summary of Expenditures  
For the Period April 1, XXXX to March 31, XXXX**

<b>Caucus Office and Staff</b>		
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<b>Transportation and Communications</b>		
	Travel, meals and accommodations associated with hearings, caucus, and other meetings	
	Travel, meals and accommodations associated with luncheons such as Board of Trade, Combined Councils of Labrador conference, and similar functions	
	Travel, meals and accommodations associated with training and development	
	Taxis, couriers and other delivery charges	
	<b>Sub-Total</b>	<b>\$ -</b>

<b>Supplies</b>		
	Newspapers, other subscriptions, resource materials	
	Gifts for visiting delegations or individuals, to a maximum of \$200 per gift	
	Flowers or similar tokens of respect on behalf of a caucus for funerals or serious illnesses of Members, former Members or political staff	
	Meals and food services for meetings and guests, or for staff outside normal working hours	
	Office supplies and operational expenses	
	<b>Sub-Total</b>	<b>\$ -</b>

<b>Purchased Services</b>		
	Registration or other fees associated with luncheons such as Board of Trade and similar functions	\$ -
	Processing fees for Access to Information requests	\$ -
	Media transcripts	\$ -
	Training and development registration fees	\$ -
	Standard banking charges	
	Advertising, of a non-partisan nature, on behalf of the caucus	\$ -
	<b>Sub-Total</b>	<b>\$ -</b>

**XX Caucus  
Summary of Expenditures  
For the Period April 1, XXXX to March 31, XXXX**

<b>Members and Constituency Assistants - Caucus Meetings</b>	
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<b>Transportation and Communications</b>		
	Travel, meals and accommodations	\$ -
<b>Supplies</b>		
	Office supplies, food services, water, other	
<b>Purchased Services</b>		
	Room rentals, advertising, printing, other	
<b>Sub-Total</b>		\$ -

<b>Other (provide details)</b>		
	Insert details here	
<b>Sub-Total</b>		\$ -

<b>Total Expenditures for FY</b>	\$ -
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<b>Opening Balance for FY</b>	
<b>Total Deposits for FY</b>	
<b>Total Expenditures for FY</b>	
<b>Ending Balance for FY</b>	



**Bank Reconciliation**  
**INSERT CAUCUS**  
**DATE: END FISCAL MONTH**

**Bank Balance** \$ -

**PLUS Outstanding Deposits**

**TOTAL** \$ -

**LESS Outstanding Cheques**

**Cheque #      Date                      Amount**

**TOTAL** \$ -

**Adjusted Bank Balance** \$ -

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**General Ledger** \$ -

Adjustment to Ledger

**Bank Fees** \$ -

**Adjusted General Ledger** \$ -

**Difference** \$ -