



House of Assembly

Caucus Operational Funding Grants Policy

February 2010

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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.

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.

4.0 Eligible items, services and activities

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

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 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

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 claimed by individual Members under the Members' Resources and Allowances Rules
- Expenses associated with partisan political activities
- Web site maintenance
- Personal items
- Donations or loans to individuals/groups or to a political party or organization

6.0 Annual Reporting

- In accordance with **CM 2008-085** of the House of Assembly Management Commission, each caucus shall submit a report detailing expenditures on the use of this allocation to the Commission within 90 days after the end of each fiscal year.
- The report should be in the format shown 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.

**XXX Caucus
Summary of Expenditures
For the Period 1 April 2009 to 31 March 2010**

Caucus Office and Staff		
Transportation and Communications		
Travel, meals and accommodations associated with hearings, caucus and other meetings		100
Travel, meals and accommodations associated with luncheons such as Board of Trade, Combined Councils of Labrador conference, and similar functions		1,000
Travel, meals and accommodations associated with training and development		2,000
Taxis, couriers and other delivery charges		200
Sub-Total		3,300
Supplies		
Newspapers, other subscriptions, resource materials		150
Gifts for visiting delegations or individuals, to a maximum of \$200 per gift		300
Flowers or similar tokens of respect on behalf of a caucus for funerals or serious illnesses of Members, former Members or political staff		100
Meals and food services for meetings and guests, or for staff outside normal working hours		500
Office supplies and operational expenses		200
Sub-Total		1,250
Purchased Services		
Registration or other fees associated with luncheons such as Board of Trade and similar functions		150
Processing fees for Access to Information requests		300
Media transcripts		100
Training and development registration fees		500

	Standard banking charges	300
	Advertising, of a non-partisan nature, on behalf of the caucus	100
	Sub-Total	1,450
	Members and Constituency Assistants – Caucus Meetings	
	Transportation and Communications	
	Travel, meals and accommodations	2,000
	Supplies	
	Office supplies, food services, water, other	1,000
	Purchased Services	
	Room rentals, advertising, printing, other	1,000
	Subtotal	4,000
	Total	10,000