

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: B. General Administration	Effective Date: June 1, 2018
Topic: 3. Finance	Replaces: Oct. 1, 2010
Subject: 3.03. Financial Approval	
Policy No. B.3.03.	Page 1 of 2

POLICY

General

The annual budget contains estimated expenditures for programs over which the Board has limited control. As required by legislation, expenditures in Ontario Works will proceed even if the budgeted estimates will be exceeded. In these instances, the CAO will make regular reports to the Board.

The annual budget will also contain specific expenditure proposals in each program area and in Program Support. These will include 5-year (or longer) expenditure plans for major capital items and for Social Housing planned repairs. Once the budget has been approved by a resolution of the Board then the expenditures can occur in the budget year as approved. Any variance in these programs which will exceed the planned total expenditure in the specific plans must come back to the Board for approval. Any variance in costs which will exceed the planned total expenditure or involve the movement of any costs between line items must be approved by the CAO.

The annual program budgets will also contain estimated costs of service contracts, association memberships, support services and regular recurring costs. Once the budget has been approved by a resolution of the Board then the expenditures can occur in the budget year as approved. Any variance in these programs which will exceed the planned total expenditure must come back to the CAO for approval. Any additional cost beyond the budget, that has the potential to negatively impact on the total annual budget, must come to the Board Chair for approval.

In emergency situations, Directors, Managers and Supervisors do have the authority to take whatever measures are reasonably necessary to protect the health and welfare of individuals and DSB property. In emergency situations, the program Director or Manager is to be notified of the situation within 24 hours and the CAO is to be advised of the actions taken within 48 hours.

The following chart sets out most of the common approval processes. The following approval limits are consistent with the advice we received from KPMG and the Board's own auditor.

If there is any doubt as to the appropriateness of an approval process the CAO will be contacted.

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<u>Purchase Orders</u>	
Position	Approval Authority
Under \$1,000 No purchase order required Purchase will be approved by invoice only	
Paramedic Deputy Chief, Finance Supervisor, Integrated Social Services Program Supervisor Supervisor Infrastructure & Asset Management Information Systems Coordinator Maintenance Coordinator	Up to \$5,000
Chief of Paramedic Services Director of Finance & Administration Director of Integrated Social Services Manager of Information Systems	Up to \$15,000
CAO	Up to \$50,000
Chair or Vice-Chair of the Board	Over \$50,000
<u>Contracts</u>	
Position	Maximum Approval Authority
Paramedic Services Chief. Director of Finance & Administration Directors of Integrated Social Services Manager of Information Systems	Up to \$15,000
CAO	Up to \$50,000
Chair or Vice-Chair of the Board or designate. CAO can be given e-mail approval to sign contracts where time is of the essence.	Over \$50,000
<u>Signing Cheques</u>	
Position	Maximum Approval Authority
Chief of Paramedic Services Director of Finance & Administration Director of Integrated Social Services Manager of Information Systems	Up to \$15,000
CAO	Up to \$50,000
* Board members with designated cheque signing authority	* Over \$50,000

- **EXCEPTION**

Monthly re-occurring expenditures to Service Providers and Payroll remittances in excess of \$50,000 shall require two signatures from any of the persons with signing authority.