

**KA:'YU:'K'T'H'/CHE:K'TLES7ET'H'
FIRST NATIONS GOVERNMENT**

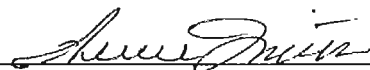
Enacted under the Financial Administration Act section 11.1

EXPENDITURES REGULATION

KCFNR 4/2011



This regulation enacted on April 1, 2011

Signed 
Therese Smith, Legislative Chief,
Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations

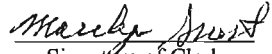
DEPOSITED IN THE
REGISTRY OF LAWS
ON 09/01/2011

Signature of Clerk

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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,
 - (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, 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,
 - (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 6.3 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 6.3(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

KA:'YU:'K'T'H'/CHE:K'TLES7ET'H' FIRST NATIONS Financial Administration Act Department of Finance Form DF-1 REQUISITION FOR PAYMENT				Cheque Number: _____	
				Date: _____	
(for Department of Finance use only)					
A. PAYMENT INFORMATION <i>(to be completed by the individual requesting the payment)</i>					
Requested by:				Date:	
Name of Payee:					
Address of Payee:					
Invoice Amount:		Sales Tax:		Total:	
Invoice Number:		Invoice Date:		GL Coding:	
Purpose of Expenditure:					
(Note: the original invoice or other supporting documentation must be attached to the requisition)					
B. AUTHORIZING SIGNATURES: <i>(to be completed by the individuals authorizing the requisition)</i>					
Signature #1			Signature #2 (if required)		
Signature:			Signature:		
Name:			Name:		
Title:			Title:		
Date:			Date:		