

**UCHUCKLESAHT TRIBE GOVERNMENT**

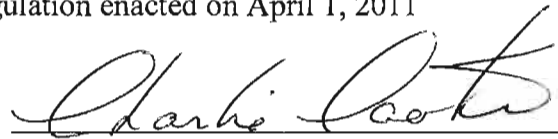
**Enacted under the Financial Administration Act section 10.1**

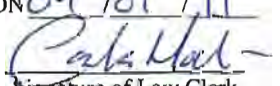
**EXPENDITURES REGULATION**

**UTR 4/2011**



This regulation enacted on April 1, 2011

Signed   
Charlie Cootes, Chief Councillor of the  
Uchucklesaht Tribe

DEPOSITED IN THE  
REGISTRY OF LAWS  
ON 04/01/11  
  
Signature of Law 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.



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## 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 in consultation with the chief administrative officer,
  - (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 in consultation with the chief administrative officer, 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 in consultation with the chief administrative officer,
    - (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.





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### 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 5.3 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 5.3(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**

<b>UCHUCKLESAHT TRIBE</b>  Financial Administration Act Department of Finance Form DF-1  <b>REQUISITION FOR PAYMENT</b>				<b>Cheque Number:</b> _____  <b>Date:</b> _____  <i>(for Department of Finance use only)</i>	
<b>A. PAYMENT INFORMATION</b> <i>(to be completed by the individual requesting the payment)</i>					
<b>Requested by:</b>				<b>Date:</b>	
<b>Name of Payee:</b>					
<b>Address of Payee:</b>					
<b>Invoice Amount:</b>		<b>Sales Tax:</b>		<b>Total:</b>	
<b>Invoice Number:</b>		<b>Invoice Date:</b>		<b>GL Coding:</b>	
<b>Purpose of Expenditure:</b>					
<i>(Note: the original invoice or other supporting documentation must be attached to the requisition)</i>					
<b>B. AUTHORIZING SIGNATURES:</b> <i>(to be completed by the individuals authorizing the requisition)</i>					
<b>Signature #1</b>			<b>Signature #2 (if required)</b>		
<b>Signature:</b>				<b>Signature:</b>	
<b>Name:</b>				<b>Name:</b>	
<b>Title:</b>				<b>Title:</b>	
<b>Date:</b>				<b>Date:</b>	