

LAMONT COUNTY

POLICY

- TITLE : PROCEDURES TO AUTHORIZE AND VERIFY EXPENDITURES NOT INCLUDED IN BUDGET
- AUTHORITY : ADMINISTRATION
- POLICY STATEMENT : FOR EXPENDITURES NOT INCLUDED IN AN OPERATING BUDGET, INTERIM OPERATING BUDGET OR CAPITAL BUDGET OR OTHERWISE AUTHORIZED BY COUNCIL, THE PROCEDURES LISTED BELOW WILL APPLY.
- PURPOSE : TO IDENTIFYHOW EXPENDITURES NOT IN THE BUDGET ARE AUTHORIZED.
- POLICY RESOLUTION : 95-409, 02-300
- PROCEDURE : 1. For a non emergency
- (a) Subject to the “Net Expenditure” for each Program Function not having been exceeded, each Department Head is authorized to approve the said expenditure(s).
 - (b) If the “Net Expenditure” for a Program Function will exceed the budgeted amount, Council must authorize the said expenditure(s).
2. For an emergency
- (a) If in the opinion of the Reeve, Deputy Reeve, Administrator, a Designated Officer or an employee and emergency arises, these persons shall be authorized to approve the said expenditure(s). A Designated Officer or an employee may authorize the expenditure only if they have been delegated that responsibility or it is contained within their respective job description.

DEFINITION: EMERGENCY

An occurrence or situation that arises which could jeopardize the safety, health and welfare of people and the protection of people and property in Lamont County.

(Ref. MGA 248)