



**House of Assembly
Newfoundland and Labrador**

**Minutes of the House of Assembly
Management Commission**

Date: March 13, 2014

Location: House of Assembly Chamber

Time: 8:45 a.m.

Members Present:

Hon. Ross Wiseman, Speaker

Ms. Sandra Barnes, Clerk of the House of Assembly

Ms. Lorraine Michael, MHA (NDP) Signal Hill - Quidi Vidi

Hon. Joan Shea, MHA (PC) St. Georges – Stephenville

Hon. Darin King, Government House Leader

Mr. Andrew Parsons, MHA (L) Burgeo-LaPoile

Mr. Dwight Ball, MHA (L) Humber Valley

Mr. Kevin Pollard, MHA (PC) Baie Verte - Springdale

Other

Ms. Marie Keefe, Policy & Communications Officer

Mr. Wade Verge, MHA, Lewisporte, Deputy Speaker

CM 2014-003 The Minutes of the House of Assembly Management Commission meeting held on December 11, 2013 were approved as read.

CM 2013-004 The Minutes of the House of Assembly Management Commission meeting held on March 5, 2014 were approved as read.

CM 2014-005 For the purpose of the planning and reporting requirements under the Transparency and Accountability Act, the Commission approved the Activity categorization for the House of Assembly Service; the Office of the Citizens' Representative; the Office of the Information and Privacy Commissioner; and, the Office of the Chief Electoral Officer and Commissioner for Legislative Standards. The Commission approved the Business categorization for the Office of the Child and Youth Advocate. These categorizations were based on the 2014 assessments using the approved criteria.

CM 2014-006 The Commission approved the following Transfer of Funds:

From:

Subdivision 1.1.01.06 Administrative Support – Purchased Services \$700

To:

Subdivision 1.1.07.10 Official Opposition Caucus – Grants and Subsidies \$700

CM 2014-007 Pursuant to Subsection 20(7) and Section 64 of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the following amendments to Schedule A of the *Members' Resources and Allowances Rules*, subject to approval of the House of Assembly and final wording by the Office of the Legislative Counsel.

Mr. Kevin Pollard recused himself from the vote as his District of Baie Verte - Springdale was one of the Districts affected by the proposed amendments.

The Schedule A of the *House of Assembly Accountability, Integrity and Administration Act* is repealed and the following is substituted:

**Schedule A
Intra-Constituency Allowances**

District No.	Electoral District	Total
1	Baie Verte - Springdale	\$11,900
2	Bay of Islands	\$12,500
3	Bellevue	\$13,100
4	Bonavista North	\$10,100
5	Bonavista South	\$10,100

6	Burgeo - LaPoile	\$11,300
7	Burin - Placentia West	\$8,200
8	Cape St. Francis	\$7,200
9	Carbonear - Harbour Grace	\$7,700
10	Cartwright - L'Anse au Clair	\$25,600
11	Conception Bay East - Bell Island	\$7,700
12	Conception Bay South	\$6,100
13	Exploits	\$10,100
14	Ferryland	\$10,100
15	Fortune Bay - Cape La Hune	\$16,300
16	Gander	\$7,700
17	Grand Bank	\$12,000
18	Grand Falls-Windsor - Buchans	\$9,100
19	Grand Falls-Windsor – Green Bay South	\$9,700
20	Harbour Main	\$6,900
21	Humber East	\$6,300
22	Humber Valley	\$12,000
23	Humber West	\$7,100
24	Kilbride	\$6,100
25	Labrador West	\$7,700
26	Lake Melville	\$6,900
27	Lewisporte	\$9,200
28	Mount Pearl North	\$6,000
29	Mount Pearl South	\$6,000
30	Placentia - St. Mary's	\$11,500
31	Port au Port	\$6,800
32	Port de Grave	\$7,700
33	Signal Hill - Quidi Vidi	\$6,000
34	St. Barbe	\$11,900
35	St. George's - Stephenville East	\$7,700
36	St. John's Centre	\$6,000
37	St. John's East	\$6,000
38	St. John's North	\$6,000
39	St. John's South	\$6,000
40	St. John's West	\$6,000
41	Terra Nova	\$12,700
42	The Isle of Notre Dame	\$9,800
43	The Straits - White Bay North	\$10,800
44	Topsail	\$6,000
45	Torngat Mountains	\$20,700
46	Trinity - Bay de Verde	\$8,600
47	Trinity North	\$8,200
48	Virginia Waters	<u>\$6,000</u>
	Total	\$445,100

- CM 2014-008** The Commission, pursuant to subsection 23(3) of the *House of Assembly Accountability, Integrity and Administration Act*, appointed Mr. Kevin Pollard, Member for Baie Verte-Springdale, as Member and Chair of the Audit Committee, effective immediately.
- CM 2014-009** The Commission, pursuant to subsection 24(9) of the *House of Assembly Accountability, Integrity and Administration Act*, approved payment of an invoice totaling \$791.15 for the Member for Mount Pearl South.
- CM 2014-010** The Commission, pursuant to subsection 24(9) of the *House of Assembly Accountability, Integrity and Administration Act*, approved the payment of expenses totaling \$100.00 for the Member for St. Barbe.
- CM 2014-011** The Commission deferred a Decision on the request from the Member for Placentia-St. Mary's pending further analysis to be brought forward for consideration at a future meeting of the Commission.

Adjournment: 9:35 a.m.
Hon. Ross Wiseman, MHA
Speaker and Chair

Sandra Barnes
Clerk and Secretary to the Commission



HOUSE OF ASSEMBLY
Newfoundland and Labrador

COPY

March 18, 2014

The Honourable Ross Wiseman
Speaker
House of Assembly

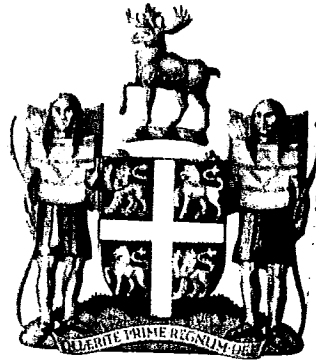
Dear Mr. Speaker,

In compliance with paragraph 23(8)(c) of the *House of Assembly Accountability, Integrity and Administration Act* I submit herewith a report of the activities of the Audit Committee for the period January 23, 2013 to March 18th, 2014 and in accordance with Subsection 8.1 of the Audit Committee Handbook I submit a copy of the Committee's Self-Assessment.

Yours sincerely,

A handwritten signature in cursive script that reads "Kevin Pollard".

Kevin Pollard, MHA
Chair
Audit Committee



SEVENTH REPORT
OF
THE AUDIT COMMITTEE
TO
THE HOUSE OF ASSEMBLY MANAGEMENT COMMISSION
PURSUANT TO
PARAGRAPH 23 (8) (c)
OF THE
HOUSE OF ASSEMBLY ACCOUNTABILITY, INTEGRITY AND
ADMINISTRATION ACT

March 18th, 2014

1. The Audit Committee of the House of Assembly was established under the authority of Section 23 of the *House of Assembly Accountability, Integrity and Administration Act* (the *Act*) which received Royal Assent on June 14, 2007. Section 23 sets out the responsibilities of the Committee. Included in these responsibilities is the requirement, under Paragraph 23(8)(c), that the Committee report regularly to the House of Assembly Management Commission (the Commission) with respect to its activities.

2. The Committee comprises

Kevin Pollard, MHA Baie Verte – Springdale, Chair
Andrew Parsons, MHA, Burgeo-LaPoile
Alex Faseruk, Ph. D. and
Gail Hamilton, F.C.A.

There have been some changes to the membership of the Committee since our last report:

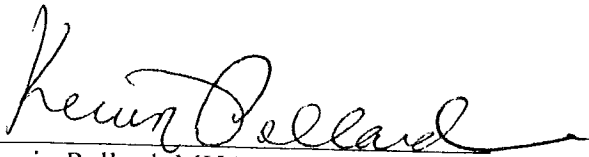
Yvonne Jones, former MHA and now a Member of the Parliament of Canada, resigned her seat on April 8, 2013 to contest the federal by-election for the Riding of Labrador. Vaughn Granter, MHA, Humber West, resigned from the Committee on December 11th, 2013 and was succeeded by Kevin Parsons, MHA who in turn was succeeded by Kevin Pollard, MHA on March 13th, 2014.

On behalf of the Committee, I thank Ms. Jones, Mr. Granter and Mr. Parsons for their contribution to our work.

3. The Audit Committee has submitted six Reports and a Memo to the Commission regarding its activities. This Report covers the period January 23, 2013 to March 18th, 2014 inclusive.
4. Since the last report the Committee has met four times: on June 13, August 21st and September 18th, 2013 and on March 18th, 2014.
5. The Committee has held meetings with
- the Auditor General and his staff (June 13th and September 18th, 2013 and March 18th, 2014);
 - Grant Thornton representatives (August 21st, 2013);
 - The Clerk of the House of Assembly (August 21st and September 18th, 2013 and March 18th, 2014);
 - the Comptroller General of Finance (September 18th, 2013 and March 18th, 2014) and
 - the Chief Financial Officer of the House of Assembly (September 18th, 2013).
6. The Committee has reviewed the Auditor General's audit plan for the annual financial audit for the year ended 31 March 2013, the financial information of the House of Assembly and Statutory Offices, the Clerk's Management Certification and the audit report and recommendations of the auditor.

The Committee has also discussed with the Auditor General the compliance audit required by Paragraph 23(7)(e) of the *House Of Assembly, Accountability, Integrity And Administration Act* in light of section 3.1 of the *House of Assembly Act*.

7. The auditor reported that in his opinion the Clerk's assessment of internal controls over financial reporting was fairly stated and that internal controls over financial reporting were operating effectively in all material aspects.
8. In compliance with subsection 43(2) of the *Act* the Committee recommended to the House of Assembly Management Commission that the Auditor General of Newfoundland and Labrador be appointed the auditor of the accounts of the House of Assembly and Statutory Offices.
9. In compliance with paragraph 23(7)(d) of the *Act* the Committee recommended to the Commission that they sign the financial information for the financial year ended 31 March 2013.
10. The Committee discussed with the Comptroller General, the Clerk and officials of the Corporate and Members' Services Division the controls which have been established to ensure that the financial operations of the House of Assembly system are functioning effectively.
11. The Committee discussed with representatives of Grant Thornton the firm's findings as reported upon completion of the Management Certification Project for the fiscal year ended 31 March, 2013.
12. On behalf of the Committee I am pleased to report that the Auditor General noted in the course of our discussions with him that there had been no significant findings encountered during the audit and that the financial affairs of the House of Assembly system were in order.
13. On behalf of the Committee I thank the members for the work they have done and the officials with whom the Committee has met for their support and assistance and respectfully submit this report.



Kevin Pollard, MHA
Chair
Audit Committee

March 18th, 2014

APPENDIX G

AUDIT COMMITTEE SELF ASSESSMENT

For each of the following statements, select a number between 1 and 5, with 1 indicating that you strongly disagree, and 5 indicating that you strongly agree with the statement. Select 0 if there is no basis for evaluation.

Composition and Quality

		No basis	Strongly disagree	disagree	Neither agree nor disagree	Agree	Strongly agree
1.	Audit Committee members possess the collective skills as set out in Appendix C of the Audit Committee Handbook.	0	1	2	3	4	5
2.	The Audit Committee demonstrates integrity, credibility, trustworthiness, ability to constructively handle conflict, independence, and proactiveness.	0	1	2	3	4	5
3.	The Audit Committee reviews its mandate at least once during its term to determine whether its responsibilities are adequately described.	0	1	2	3	4	5

Understanding the organization and risks

4.	The Audit Committee considers the significant risks faced by the entity. Examples include (but are not limited to): <ul style="list-style-type: none"> • Accuracy of financial reporting • Compliance with legislation and policies • Effectiveness of internal controls • Reputation 	0	1	2	3	4	5
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Processes and procedures

5.	The Audit Committee regularly reports to the House of Assembly Management Commission.	0	1	2	3	4	5
6.	The agenda and related information (e.g. prior meeting minutes, internal audit reports, etc.) are circulated in advance of meetings, to allow members sufficient time to study and understand the information.	0	1	2	3	4	5
7.	Meetings are held at least 4 times per year.	0	1	2	3	4	5
8.	The Audit Committee has private (in camera) sessions with management, internal audit and external audit.	0	1	2	3	4	5
9.	The Audit Committee behaves in a manner which promotes organization-wide awareness of ethics, quality financial reporting, and strong internal controls.	0	1	2	3	4	5

10.	The level of openness between the Audit Committee and relevant parties (management, internal audit, and external audit) is acceptable.	0	1	2	3	4	(5)
11.	For matters that require specialized expertise, the Audit Committee engages external parties as appropriate.	(0)	1	2	3	4	5

Oversight of the financial reporting process and internal controls

12.	The Audit Committee has sufficient understanding of management's process of financial reporting.	0	1	2	3	4	(5)
13.	The Audit Committee makes a reasonable effort to satisfy themselves as to the integrity of the House of Assembly and statutory offices' financial systems and competence of accounting personnel and senior financial management.	0	1	2	3	4	(5)
14.	The Audit Committee reviews the management letters and other reports written by the auditors (external and internal) to ensure that all significant matters raised are addressed.	0	1	2	3	4	(5)
15.	The Audit Committee takes action to ensure resolution when there are instances of repeat comments from auditors and others about internal controls.	0	1	2	3	4	(5)
16.	The Audit Committee reviews matters related to financial reporting and internal control with the Clerk of the House as well as advises the Clerk with respect to the exercise of his or her responsibilities as accounting officer.	0	1	2	3	4	(5)

Oversight of audit functions

17.	The Audit Committee considers the coordination of work between the auditors (external and internal) to ensure that they appropriately address their different areas of responsibility.	0	1	2	3	4	(5)
18.	The Audit Committee regularly discusses the work of internal audit and offers input into the scope of work to be performed.	0	1	2	3	4	(5)

Public interest disclosures

19.	The Audit Committee establishes and follows procedures for the confidential treatment of complaints regarding accounting and internal control matters.	0	1	2	3	4	(5)
	The Audit Committee communicates all matters brought to its attention related to public interest disclosures according to the provisions of the <i>House of Assembly Accountability, Integrity and Administration Act</i> .	0	1	2	3	4	(5)

House of Assembly Management Commission

Briefing Note

Title: Letter of Appeal - 60 Days Submission Deadline

Issue: Appeal of Claim Ruling - Member for Bay of Islands

Background:

- The Member for Bay of Islands is appealing the denial of payment by Corporate and Members' Services Division of certain allowable expenses incurred by the Member as the expenditures were incurred more than 60 days prior to the claim being made.
- Subsection 7(6) of the *Members Resources and Allowances Rules* states that
 - (6) *A claim against an allowance for payment or reimbursement shall not be made more than 60 days after the date on which the expenditure was made.*
- Subsections 24(1), 24(8) and 24(9) of the *House of Assembly Accountability, Integrity and Administration Act* (the Act) state:
 - 24(1) *Where a member incurs an expense and a claim for reimbursement, or payment has been rejected by an officer or staff member of the House of Assembly service, or the member is unsure as to whether an expense, if incurred, will qualify for reimbursement or payment, he or she may request a ruling from the speaker.*
 - (8) *Where the ruling of the speaker is that the expenditure does not comply with the rules and directives of the commission, the member may appeal that ruling to the commission and, after giving the member an opportunity to make a submission in writing in support of the appeal, the commission may decide to reverse, uphold or modify the ruling of the speaker, and the decision of the commission is final.*
 - (9) *Notwithstanding that an expense claim has been denied by an officer, staff member or the speaker, in accordance with the rules, where there is an appeal to the commission under this section and the commission determines that that claimed expense amount*

- (a) *has been incurred by the member; and*
- (b) *is a permitted expense under the Act and rules; and*
- (c) *does not exceed an expense amount or allowance allocation permitted under the rules,*

and a denial of payment of the expense amount would, in the opinion of the commission, be unjust, the commission may approve the expenditure for the claimed expense to the extent that the commission considers to be just and the decision of the commission is final.

- The expenses submitted, totaling \$54.97, have been reviewed by the Corporate and Members' Services Division and are permitted expenses under the *Members' Resources and Allowances Rules*.
- The attached letter from Member for Bay of Islands provides further details.

Analysis:

Legal Consultation:

Not applicable.

Internal Consultation(s):

Not applicable.

External Consultation(s):

Not applicable.

Comparison to Government Policy:

Not applicable.

Financial Impact:

Not applicable.

Legislative Impact:

Not applicable.

Options:

1. Approve the payment of expenses totaling \$54.97 for the Member for Bay of Islands.
2. Deny the payment of expenses totaling \$54.97 for the Member for Bay of Islands.

Status:

- Not applicable.

Action Required:

- The decision of the Commission is requested.

Prepared by: Bobbi Russell

Approved by: Sandra Barnes

Approved by:

Date: April 7, 2014

Attachments:

1. Letter dated March 7, 2014 from the Member for Bay of Islands to the Speaker.
2. Letter dated March 24, 2014 from the Speaker to the Member for Bay of Islands.



HOUSE OF ASSEMBLY
Newfoundland and Labrador

EDDIE JOYCE, M.H.A.
District of Bay of Islands

March 7, 2014

Hon. Ross Wiseman, Speaker
House of Assembly
P.O.Box 8700
St. John's, NL
A1B 4J6

Dear Mr. Wiseman:

Re: Receipt-December 20, 2013

On February 21, 2014, I submitted an expense claim with a receipt date December 20, 2013 for Aroma's Plus for the amount of \$54.97 (see attached). Unfortunately, because the receipt was misplaced and when the claim was submitted, it was three days over the 60 day deadline.

I apologize for this oversight and request that this letter serve as an official appeal to the Management Commission for re-imbursment of this expense.

Thank you for your time and I await your reply.

Yours truly,

A handwritten signature in cursive script that reads "Edward Joyce".

Edward Joyce, MHA
Bay of Islands District

Encl.



HOUSE OF ASSEMBLY
Newfoundland and Labrador
OFFICE OF THE SPEAKER

March 24, 2014

Dear Mr. Joyce:

I am writing in response to your letter of March 7th, 2014 regarding an expense claim receipt, dated December 20, 2013 for the amount of \$54.97 that was submitted past the required 60-day deadline.

The process for Members to follow respecting allowance use is outlined in Section 24 of the *House of Assembly Accountability, Integrity and Administration Act* (the Act) and involves the Speaker, in the first instance, with the Commission having the final authority. Subsection 24(4) of the Act states that the Speaker's approval confirms that an expenditure complies with the Rules of the Commission.

Given the provisions of Subsection 7(6) of the Rules it is not possible for me to state that the expenditures are in compliance with the Rule. The next step, therefore, is for you to request that the issue be brought to the House of Assembly Management Commission for a final decision.

Please note I will accept your correspondence as an official appeal to the Commission and will arrange that it be included on the agenda of an upcoming meeting.

Regards,

A handwritten signature in black ink, appearing to read "Ross Wiseman".

ROSS WISEMAN, MHA
Speaker of the House of Assembly

c.c Ms. Wanda Lee Mercer, Chief Financial Officer

House of Assembly Management Commission

Briefing Note

Title: Letter of Appeal - 60 Days Submission Deadline

Issue: Appeal of Claim Ruling - Member for Mount Pearl South

Background:

- The Member for Mount Pearl South is appealing the denial of payment by Corporate and Members' Services Division of certain allowable expenses incurred by the Member as the expenditures were incurred more than 60 days prior to the claim being made.
- Subsection 7(6) of the *Members Resources and Allowances Rules* states that
 - (6) *A claim against an allowance for payment or reimbursement shall not be made more than 60 days after the date on which the expenditure was made.*
- Subsections 24(1), 24(8) and 24(9) of the *House of Assembly Accountability, Integrity and Administration Act* (the Act) state:
 - 24(1) *Where a member incurs an expense and a claim for reimbursement, or payment has been rejected by an officer or staff member of the House of Assembly service, or the member is unsure as to whether an expense, if incurred, will qualify for reimbursement or payment, he or she may request a ruling from the speaker.*
 - (8) *Where the ruling of the speaker is that the expenditure does not comply with the rules and directives of the commission, the member may appeal that ruling to the commission and, after giving the member an opportunity to make a submission in writing in support of the appeal, the commission may decide to reverse, uphold or modify the ruling of the speaker, and the decision of the commission is final.*
 - (9) *Notwithstanding that an expense claim has been denied by an officer, staff member or the speaker, in accordance with the rules, where there is an appeal to the commission under this section and the commission determines that that claimed expense amount*

- (a) *has been incurred by the member; and*
- (b) *is a permitted expense under the Act and rules; and*
- (c) *does not exceed an expense amount or allowance allocation permitted under the rules,*

and a denial of payment of the expense amount would, in the opinion of the commission, be unjust, the commission may approve the expenditure for the claimed expense to the extent that the commission considers to be just and the decision of the commission is final.

- The expenses submitted, totaling \$181.48, have been reviewed by the Corporate and Members' Services Division and are permitted expenses under the *Members' Resources and Allowances Rules*.
- The attached letter from Member for Mount Pearl South provides further details.

Analysis:

Legal Consultation:

Not applicable.

Internal Consultation(s):

Not applicable.

External Consultation(s):

Not applicable.

Comparison to Government Policy:

Not applicable.

Financial Impact:

Not applicable.

Legislative Impact:

Not applicable.

Options:

1. Approve the payment of expenses totaling \$181.48 for the Member for Mount Pearl South.
2. Deny the payment of expenses totaling \$181.48 for the Member for Mount Pearl South.

Status:

- Not applicable.

Action Required:

- The decision of the Commission is requested.

Prepared by: Bobbi Russell

Approved by: Sandra Barnes

Approved by:

Date: April 7, 2014

Attachments:

1. Letter dated March 21, 2014 from the Member for Mount Pearl South to the Speaker.
2. Letter dated March 21, 2014 from the Speaker to the Member for Mount Pearl South.



HOUSE OF ASSEMBLY
Newfoundland and Labrador

PAUL LANE, M.H.A.
District of Mount Pearl South

March 21, 2014

Ross Wiseman, MHA
Speaker of the House of Assembly
Confederation Building
P.O. Box 8700
St. John's, NL
A1B 4J6

Dear Speaker Wiseman:

The attached Member's Expense Claim: MECMS351397 was submitted but not approved by Corporate and Members Services due to the fact that it was past the 60 days approval time. This was due to the fact that I have moved office and changed Constituency Assistants.

I am requesting that this be forwarded to the House of Assembly Management Committee for approval.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Lane', written over a horizontal line.



HOUSE OF ASSEMBLY
Newfoundland and Labrador
OFFICE OF THE SPEAKER

March 21, 2014

Paul Lane, M.H.A.
District of Mount Pearl South

Dear Mr. Lane:

I am writing in response to your letter of March 21, 2014 regarding MEC Claim # MECMS351397 in the amount of \$181.48 that was submitted past the required 60-day deadline.

The process for Members to follow respecting allowance use is outlined in Section 24 of the *House of Assembly Accountability, Integrity and Administration Act* (the Act) and involves the Speaker, in the first instance, with the Commission having the final authority. Subsection 24(4) of the Act states that the Speaker's approval confirms that an expenditure complies with the Rules of the Commission.

Given the provisions of Subsection 7(6) of the Rules it is not possible for me to state that the expenditures are in compliance with the Rule. The next step, therefore, is for you to request that the issue be brought to the House of Assembly Management Commission for a final decision.

Please note I will accept your correspondence as an official appeal to the Commission and will arrange that it be included on the agenda of an upcoming meeting.

Regards,

A handwritten signature in black ink, appearing to read 'Ross Wiseman', written in a cursive style.

ROSS WISEMAN, MHA
Speaker of the House of Assembly

c.c Ms. Wanda Lee Mercer, Chief Financial Officer

**House of Assembly Management Commission
Briefing Note**

Title: Budget Transfers Report

Issue: Budget transfers processed during fiscal 2013-14.

Background:

- The Transfer of Funds Policy, April 2008 requires only certain budget transfers to be approved by the Commission. However, to ensure transparency, it was proposed that all transfers of funds should be reported to the Commission.
- In accordance with Section 4.1.1 of the Transfer of Funds Policy, the following thirty-five (35) transfers were approved by the Clerk of the House of Assembly and the applicable Statutory Officer or Chief Financial Officer (or designate) since the last report:
 - HOABT2014-0001 to HOABT2014-0006
 - HOABT2014-0008 to HOABT2014-0034
 - AGBA00001-1314 to AGBA00002-1314 (transfers for the Office of the Auditor General)
- In accordance with Section 4.2.1 of the Transfer of Funds Policy, the following transfer of funds was approved by the Management Commission:
HOABT2013-0007– approved per Commission Minute No. CM 2014-006.

Analysis:

Legal Consultation:

Not applicable

Internal Consultation(s):

Not applicable

External Consultation(s):

Not applicable

Comparison to Government Policy:

The Executive Branch has a comparable Transfer of Funds Policy.

Financial Impact:

Not applicable

Legislative Impact:

Not applicable

Options:

Not applicable

Status:

Not applicable

Action Required:

For information purposes only.

Drafted by: Wanda Lee Mercer

Approved by: Sandra Barnes

Approved by:

Date: April 7, 2014

Attachments:

1. Budget Transfers HOABT2014-0001 to HOABT2014-0034
2. Budget Transfers AGBA00001-1314 to ABGA00002-1314

LEGISLATURE

Budget Adjustment No.: HOABT2014-0001

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0209	110	0440	0232	000000	1.1.02.02 Legislative Library and Records Management – Employee Benefits	\$100

FUNDS REQUIRED FOR:

Conference registration fees.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0209	110	0440	0367	000000	1.1.02.03 Legislative Library and Records Management – Transportation & Communication	\$100

REASON FUNDS ARE AVAILABLE:

Expenditures for travel are less than anticipated.

<p>APPROVED BY:</p> <p><i>Maureen Lamb</i></p> <hr/> <p>Chief Financial Officer</p> <p>Date: <u>2013-09-03</u></p>	<p>APPROVED BY:</p> <p><i>David Barnes</i></p> <hr/> <p>Clerk of the House of Assembly</p> <p>Date: <u>2013-09-03</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0002

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0203	100	04B0	0120	000000	1.1.07.01 Official Opposition Caucus - Salaries	\$12,900

FUNDS REQUIRED FOR:

An increase in variable funding due to an increase of one Member to the Official Opposition Caucus.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0206	100	0410	0120	000000	1.1.04.01 Members' Resources – Salaries	\$12,900

REASON FUNDS ARE AVAILABLE:

Variable funding not required as Independent Member is now a member of the Official Opposition Caucus.

<p>APPROVED BY:</p> <p><u><i>Maureen Lanbe</i></u> Chief Financial Officer</p> <p>Date: <u>2013-09-04</u></p>	<p>APPROVED BY:</p> <p><u><i>David Barnes</i></u> Clerk of the House of Assembly</p> <p>Date: <u>2013-09-05</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0003

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	110	0400	0232	000000	1.1.01.02 Administrative Support- Employee Benefits	\$1,100

FUNDS REQUIRED FOR:

Conference registration fees.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	110	0400	0611	000000	1.1.01.06 Administrative Support- Purchased Services	\$1,100

REASON FUNDS ARE AVAILABLE:

Expenditures for training courses are less than anticipated.

<p>APPROVED BY:</p> <p><i>Maureen Lambie</i></p> <p>_____ Chief Financial Officer</p> <p>Date: <u>2013-09-26</u></p>	<p>APPROVED BY:</p> <p><i>Dandra Barnes</i></p> <p>_____ Clerk of the House of Assembly</p> <p>Date: <u>2013-09-26</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0004

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0245	110	0590	0710	000000	5.1.01.07 Office of the Child & Youth Advocate – Property, Furnishings & Equipment	\$2,200

FUNDS REQUIRED FOR:

Four desktop computers and accessories.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0245	110	0590	0367	000000	5.1.01.03 Office of the Child & Youth Advocate – Transportation & Communications	\$2,200

REASON FUNDS ARE AVAILABLE:

Expenditures for travel for advocacy clinics and conferences are less than anticipated.

<p>VERIFIED BY:</p> <p><u>M. Lumbe</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2013-10-30</u></p>	<p>APPROVED BY:</p> <p><u>Dorinda Barnes</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2013-10-30</u></p>	<p>APPROVED BY:</p> <p><u>Carol A. Stafe</u></p> <p>Statutory Officer</p> <p>Date: <u>Nov. 6/13</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0005

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0203	100	04B0	0120	000000	1.1.07.01 Official Opposition Caucus - Salaries	\$7,600

FUNDS REQUIRED FOR:

An increase in variable funding due to an increase of one Member to the Official Opposition Caucus.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0206	100	0410	0120	000000	1.1.04.01 Members' Resources – Salaries	\$7,600

REASON FUNDS ARE AVAILABLE:

Variable funding required for newly elected member of the Official Opposition Caucus.

<p>APPROVED BY:</p> <p><u>M. Lambe</u></p> <p>Chief Financial Officer</p> <p>Date: <u>2013-11-28</u></p>	<p>APPROVED BY:</p> <p><u>Deirdra Cairns</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2013-12-04</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0006

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0209	110	0440	0232	000000	1.1.02.02 Legislative Library and Records Management – Employee Benefits	\$200

FUNDS REQUIRED FOR:

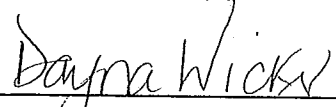
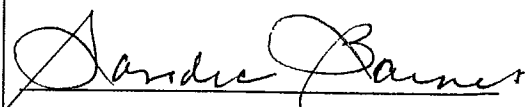
Conference registration fees.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0209	110	0440	0367	000000	1.1.02.03 Legislative Library and Records Management – Transportation & Communications	\$200

REASON FUNDS ARE AVAILABLE:

Expenditures for travel are less than anticipated.

<p>APPROVED BY:  _____ Chief Financial Officer Date: <u>December 23/13</u></p>	<p>APPROVED BY:  _____ Clerk of the House of Assembly Date: <u>2013-12-23</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0007

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0207	110	0430	0710	000000	1.1.03.07 Hansard and the Broadcast Centre – Property, Furnishings & Equipment	\$150,400

FUNDS REQUIRED FOR:

To cover costs of replacement of audio recording and transcription workflow management system for Hansard.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0208	110	0430	0367	000000	1.1.03.03 Hansard and the Broadcast Centre – Transportation and Communications	\$2,000
0207	110	0430	0367	000000	1.1.03.03 Hansard and the Broadcast Centre – Transportation and Communications	\$500
0208	110	0430	0232	000000	1.1.03.02 Hansard and the Broadcast Centre – Employee Benefits	\$300
0208	110	0430	0611	000000	1.1.03.06 Hansard and the Broadcast Centre – Purchased Services	\$65,000
0209	110	0440	0367	000000	1.1.02.03 Legislative Library and Records Management – Transportation & Communications	\$5,000
0201	110	0400	0611	000000	1.1.01.06 Administrative Support – Purchased Services	\$2,600
0201	110	0400	0710	000000	1.1.01.07 Administrative Support – Property, Furnishings and Equipment	\$75,000

REASON FUNDS ARE AVAILABLE:

Hansard and Broadcast – Transportation and Communications - Expenditures for travel to conferences are less than anticipated.

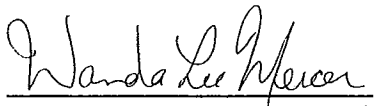
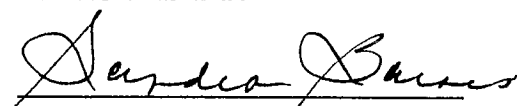
Hansard and Broadcast – Employee Benefits – Expenditures for conference registrations are less than anticipated.

Hansard and Broadcast – Purchased Services – Expenditures related to satellite charges as actual plus estimated sitting days for the House of Assembly and for Commission meetings are less than anticipated.

Legislative Library and Records Management – Transportation and Communications – Expenditures for travel to conferences are less than anticipated.

Administrative Support – Purchased Services – Expenditures for printing and training are less than anticipated.

Administrative Support – Property, Furnishings and Equipment - As the Property, Furnishings and Equipment block is budgeted for the entire HOA Service, Caucus Operations and four Statutory Offices, funds are available to transfer to Hansard to cover the costs related to the replacement of audio recording and transcription workflow management system.

APPROVED BY:  Chief Financial Officer (A) Date: <u>January 10, 2014</u>	APPROVED BY:  Clerk of the House of Assembly Date: <u>2014-01-10</u>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0008

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0207	120	0430	0510	000000	1.1.03.05 Hansard and the Broadcast Centre -- Professional Services	\$23,800

FUNDS REQUIRED FOR:

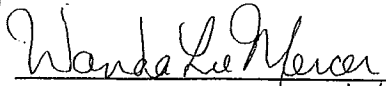
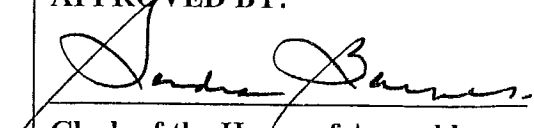
Consulting services for the implementation of the audio recording transcription workflow management system for Hansard.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	120	0400	0510	000000	1.1.01.05 Administrative Support – Professional Services	\$23,800

REASON FUNDS ARE AVAILABLE:

Expenditures for legal and other consulting services are less than anticipated.

<p>APPROVED BY:  _____ Chief Financial Officer (A)</p> <p>Date: <u>January 17, 2014</u></p>	<p>APPROVED BY:  _____ Clerk of the House of Assembly</p> <p>Date: <u>2014-01-17</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0009

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0245	110	0590	0710	000000	5.1.01.07 Office of the Child & Youth Advocate - Property, Furnishings & Equipment	\$600

FUNDS REQUIRED FOR:

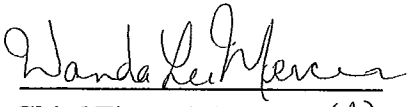
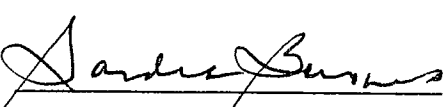
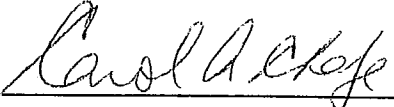
Purchase of a filing cabinet and a chair.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0245	110	0590	0367	000000	5.1.01.03 Office of the Child & Youth Advocate - Transportation & Communications	\$600

REASON FUNDS ARE AVAILABLE:

Expenditures for travel to advocacy clinics and conferences are less than anticipated.

<p>VERIFIED BY:  Chief Financial Officer(A) Date: <u>January 20, 2014</u></p>	<p>APPROVED BY:  Clerk of the House of Assembly Date: <u>2014-01-21</u></p>	<p>APPROVED BY:  Statutory Officer Date: <u>Jan 23/14</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0010

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0203	130	04B0	1061	000000	1.1.07.10 Official Opposition Caucus – Grants and Subsidies	\$700

FUNDS REQUIRED FOR:

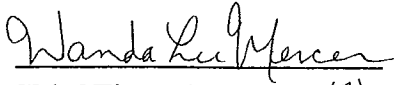
Additional funds are required to provide operational funding for increase of one Member to the Official Opposition Caucus (CM2008-085 refers) for the period January 20, 2014 to March 31, 2014 and increase of two Members for the period February 4, 2014 to March 31, 2014.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	110	0400	0611	000000	1.1.01.06 Administrative Support – Purchased Services	\$700

REASON FUNDS ARE AVAILABLE:

Expenditures for printing, training and other purchased services are less than anticipated.

VERIFIED BY:  Chief Financial Officer(A) Date: <u>February 4, 2014</u>	APPROVED BY: <u>CM2014-006 Refers</u> House of Assembly Management Commission Date: <u>March 13, 2014</u>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0011

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0203	100	04B0	0120	000000	1.1.07.01 Official Opposition Caucus - Salaries	\$4,300

FUNDS REQUIRED FOR:

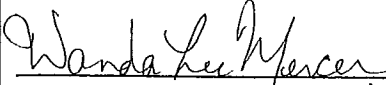
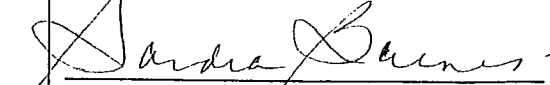
An increase in variable funding due to an increase of one Member to the Official Opposition Caucus.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0206	100	0410	0120	000000	1.1.04.01 Members' Resources -- Salaries	\$4,300

REASON FUNDS ARE AVAILABLE:

Expenditures for Secretarial Pool, Constituency Assistants and Replacement Constituency Assistants are less than anticipated.

<p>APPROVED BY:</p> <p> _____ Chief Financial Officer (A)</p> <p>Date: <u>January 23, 2014</u></p>	<p>APPROVED BY:</p> <p> _____ Clerk of the House of Assembly</p> <p>Date: <u>2014-01-23</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0012

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0203	100	04B0	0120	000000	1.1.07.01 Official Opposition Caucus - Salaries	\$6,800

FUNDS REQUIRED FOR:


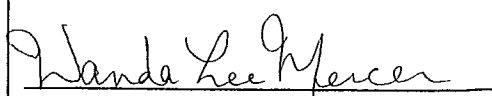
An increase in variable funding due to an increase of two Members to the Official Opposition Caucus.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0206	100	0410	0120	000000	1.1.04.01 Members' Resources – Salaries	\$6,800

REASON FUNDS ARE AVAILABLE:

Expenditures for Secretarial Pool, Constituency Assistants and Replacement Constituency Assistants are less than anticipated.

<p>APPROVED BY:</p> <p></p> <p>Chief Financial Officer</p> <p>Date: <u>Feb. 7/2014</u></p>	<p>APPROVED BY:</p> <p></p> <p>Clerk of the House of Assembly (per S.10 of HOAADA Act)</p> <p>Date: <u>February 7, 2014</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0013

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	110	0450	0721	000000	6.1.01.07 Office of the Information & Privacy Commissioner- Property, Furnishings and Equipment	\$2,300
0249	110	0450	0410	000000	6.1.01.04 Office of the Information & Privacy Commissioner- Supplies	\$3,900

FUNDS REQUIRED FOR:

Purchase of three desktop computers and accessories, an electric three hole punch and office supplies.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	110	0450	0611	000000	6.1.01.06 Office of the Information & Privacy Commissioner- Purchased Services	\$6,200

REASON FUNDS ARE AVAILABLE:

Delay in tender for new leased space.

<p>VERIFIED BY: <u>Wanda Lee Mercer</u> Chief Financial Officer (A) Date: <u>February 17, 2014</u></p>	<p>APPROVED BY: <u>Sandra Barnes</u> Clerk of the House of Assembly Date: <u>2014-02-17</u></p>	<p>APPROVED BY: <u>[Signature]</u> Statutory Officer Date: <u>18 Feb 2014</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0014

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0209	110	0440	0232	000000	1.1.02.02 Legislative Library and Records Management – Employee Benefits	\$100

FUNDS REQUIRED FOR:

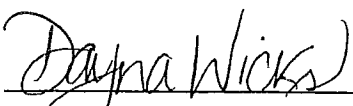
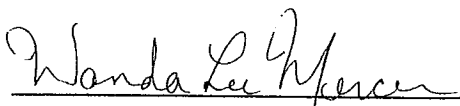
Conference registration fees.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0209	110	0440	0367	000000	1.1.02.03 Legislative Library and Records Management – Transportation & Communications	\$100

REASON FUNDS ARE AVAILABLE:

Expenditures for travel are less than anticipated.

<p>APPROVED BY:</p> <p></p> <p>Chief Financial Officer</p> <p>Date: Feb. 7/14</p>	<p>APPROVED BY:</p> <p></p> <p>Clerk of the House of Assembly (per S.100 of HOAIA Act)</p> <p>Date: February 7, 2014</p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0015

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0202	100	0420	0120	000000	1.1.05.01 House Operations - Salaries	\$15,000

FUNDS REQUIRED FOR:


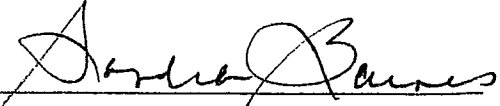
To cover salary costs for Speaker's Outreach program.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0206	100	0410	0120	000000	1.1.04.01 Members' Resources – Salaries	\$15,000

REASON FUNDS ARE AVAILABLE:

Expenditures for Secretarial Pool, Constituency Assistants and Replacement Constituency Assistants are less than anticipated.

<p>APPROVED BY:</p>  <p>Chief Financial Officer (A)</p> <p>Date: <u>February 25, 2014</u></p>	<p>APPROVED BY:</p>  <p>Clerk of the House of Assembly</p> <p>Date: <u>2014-02-25</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0016

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0209	110	0440	0611	000000	1.1.02.06 Legislative Library and Records Management – Purchased Services	\$100

FUNDS REQUIRED FOR:

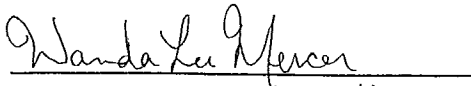
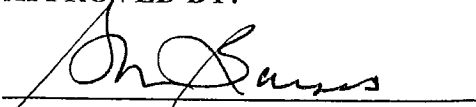
Binding of News Releases.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0209	110	0440	0367	000000	1.1.02.03 Legislative Library and Records Management – Transportation & Communications	\$100

REASON FUNDS ARE AVAILABLE:

Expenditures for travel are less than anticipated.

<p>APPROVED BY:</p> <p> Chief Financial Officer (A)</p> <p>Date: <u>March 7, 2014</u></p>	<p>APPROVED BY:</p> <p> Clerk of the House of Assembly</p> <p>Date: <u>2014-03-07</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0017

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	120	0450	0510	000000	6.1.01.05 Office of the Information & Privacy Commissioner- Professional Services	\$9,400

FUNDS REQUIRED FOR:

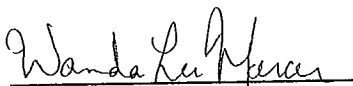
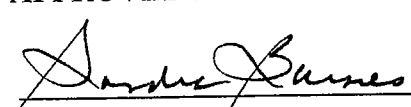
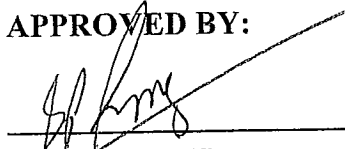
To cover cost of Legal Fees.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	110	0450	0611	000000	6.1.01.06 Office of the Information & Privacy Commissioner- Purchased Services	\$9,400

REASON FUNDS ARE AVAILABLE:

Delay in tender for new leased space.

<p>VERIFIED BY:  Chief Financial Officer (A) Date: <u>March 7, 2014</u></p>	<p>APPROVED BY:  Clerk of the House of Assembly Date: <u>2014-03-07</u></p>	<p>APPROVED BY:  Statutory Officer Date: <u>March 10, 2014</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0018

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	110	0600	0611	000000	3.1.01.06 Office of the Chief Electoral Officer- Purchased Services	\$6,100

FUNDS REQUIRED FOR:

To cover the cost of ballot boxes and voting screens for the General Election.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	120	0600	0510	000000	3.1.01.05 Office of the Chief Electoral Officer- Professional Services	\$6,100

REASON FUNDS ARE AVAILABLE:

Expenditures for legal and other consulting services are less than anticipated.

<p>VERIFIED BY:</p> <p><i>Wanda Lee Mercer</i> _____ Chief Financial Officer (CA)</p> <p>Date: <u>March 10, 2014</u></p>	<p>APPROVED BY:</p> <p><i>Sandra Barnes</i> _____ Clerk of the House of Assembly</p> <p>Date: <u>2014-03-10</u></p>	<p>APPROVED BY:</p> <p><i>[Signature]</i> _____ Statutory Officer</p> <p>Date: <u>Mar 11/14.</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0019

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0203	110	04B0	0410	000000	1.1.07.04 Official Opposition Caucus – Supplies	\$500

FUNDS REQUIRED FOR:

To cover the cost of office supplies.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0203	110	04B0	0367	000000	1.1.07.03 Official Opposition Caucus – Transportation & Communications	\$500

REASON FUNDS ARE AVAILABLE:

Expenditures for travel are less than anticipated.

<p>APPROVED BY:</p> <p><u>Wanda Lee Mercer</u> Chief Financial Officer (A)</p> <p>Date: <u>March 11, 2014</u></p>	<p>APPROVED BY:</p> <p><u>Jon Barnes</u> Clerk of the House of Assembly</p> <p>Date: <u>20140312</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0020

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	110	0600	0611	000000	3.1.01.06 Office of the Chief Electoral Officer- Purchased Services	\$3,700

FUNDS REQUIRED FOR:

To cover the cost of advertising expenses for the General Election.

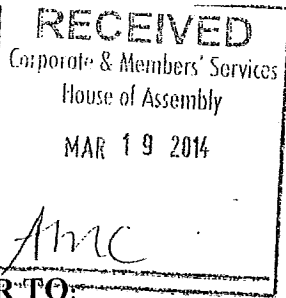
TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	120	0600	0510	000000	3.1.01.05 Office of the Chief Electoral Officer- Professional Services	\$3,700

REASON FUNDS ARE AVAILABLE:

Expenditures for legal and other consulting services are less than anticipated.

<p>VERIFIED BY:</p> <p style="font-family: cursive; font-size: 1.2em;"><u>Wanda Luchfence</u></p> <p>Chief Financial Officer (R)</p> <p>Date: <u>March 11, 2014</u></p>	<p>APPROVED BY:</p> <p style="font-family: cursive; font-size: 1.2em;"><u>Angie Barnes</u></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2014-03-12</u></p>	<p>APPROVED BY:</p> <p style="font-family: cursive; font-size: 1.2em;"><u>[Signature]</u></p> <p>Statutory Officer</p> <p>Date: <u>March 13/2014</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0021

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	110	0450	0721	000000	6.1.01.07 Office of the Information & Privacy Commissioner- Property, Furnishings and Equipment	\$800

FUNDS REQUIRED FOR:

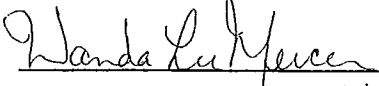

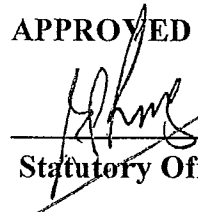
Purchase of Standard-Duty Mail Cart and Plantronics Headsets.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	110	0450	0611	000000	6.1.01.06 Office of the Information & Privacy Commissioner- Purchased Services	\$800

REASON FUNDS ARE AVAILABLE:

Delay in tender for new leased space.

<p>VERIFIED BY:  Chief Financial Officer (A) Date: <u>March 13, 2014</u></p>	<p>APPROVED BY:  Clerk of the House of Assembly Date: <u>2014-03-13</u></p>	<p>APPROVED BY:  Statutory Officer Date: <u>13 March 2014</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0022

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0203	110	04B0	0410	000000	1.1.07.04 Official Opposition Caucus -- Supplies	\$200

FUNDS REQUIRED FOR:

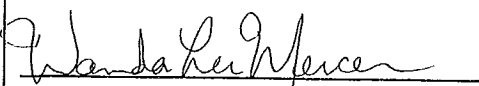
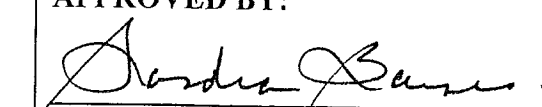
To cover the cost of office supplies.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0203	110	04B0	0367	000000	1.1.07.03 Official Opposition Caucus -- Transportation & Communications	\$200

REASON FUNDS ARE AVAILABLE:

Expenditures for travel are less than anticipated.

<p>APPROVED BY:</p> <p></p> <p>Chief Financial Officer (A)</p> <p>Date: <u>March 13, 2014</u></p>	<p>APPROVED BY:</p> <p></p> <p>Clerk of the House of Assembly</p> <p>Date: <u>2014-03-13</u></p>
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LEGISLATURE

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 Corporate & Members Services
 House of Assembly
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Budget Adjustment No.: HOABT2014-0023

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	110	0600	0410	000000	3.1.01.04 Office of the Chief Electoral Officer-Supplies	\$1,600
0211	110	0600	0710	000000	3.1.01.07 Office of the Chief Electoral Officer-Property, Furnishings & Equipment	\$100

FUNDS REQUIRED FOR:


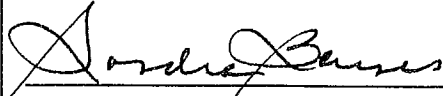

To cover the cost office supplies and a water cooler.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	120	0600	0510	000000	3.1.01.05 Office of the Chief Electoral Officer-Professional Services	\$1,700

REASON FUNDS ARE AVAILABLE:

Expenditures for legal and other consulting services are less than anticipated.

<p>VERIFIED BY:  Chief Financial Officer (A) Date: <u>March 13/14</u></p>	<p>APPROVED BY:  Clerk of the House of Assembly Date: <u>2014-03-13</u></p>	<p>APPROVED BY:  Statutory Officer Date: <u>March 13/2014</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0024

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
✓ 0201	100	0400	0110	000000	1.1.01.01 Administrative Support – Salaries	\$27,800
✓ 0202	100	0420	0120	000000	1.1.05.01 House Operations – Salaries	\$8,500
✓ 0207	100	0430	0110	000000	1.1.03.01 Hansard and Broadcast – Salaries	\$12,700
✓ 0208	100	0430	0120	000000	1.1.03.01 Hansard and Broadcast – Salaries	\$5,800
0209	100	0440	0110	000000	1.1.02.01 Legislative Library – Salaries	\$13,400
0205	100	04C0	0120	000000	1.1.08.01 Third Party Caucus – Salaries	\$5,300

FUNDS REQUIRED FOR:

Administrative Support – Unbudgeted costs of severance payments and salary continuance in 2012-13.

House Operations – To cover salary costs for Speaker’s Outreach Program.

Hansard and Broadcast – Unbudgeted costs for salary continuance in 2012-13 and temporary hirings.

Legislative Library – Unbudgeted costs of severance payments and salary continuance in 2012-13.

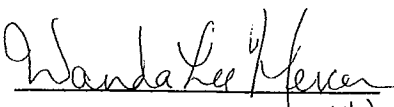
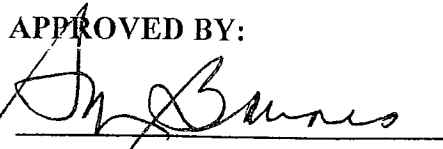
Third Party Caucus – Unbudgeted costs for paid leave and severance payments.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0206	100	0410	0130	000000	1.1.04.01 Members’ Resources – Salaries	\$73,500

REASON FUNDS ARE AVAILABLE:

Expenditures for Secretarial Pool, Constituency Assistants and Replacement Constituency Assistants are less than anticipated.

<p>APPROVED BY:  Chief Financial Officer (A) Date: <u>March 20, 2014</u></p>	<p>APPROVED BY:  Clerk of the House of Assembly Date: <u>2014-03-26</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0025

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0203	110	04B0	0410	000000	1.1.07.04 Official Opposition Caucus – Supplies	\$700

FUNDS REQUIRED FOR:

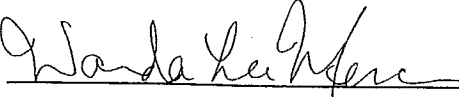
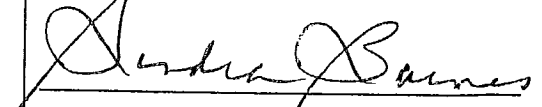
To cover the cost of office supplies.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0203	110	04B0	0367	000000	1.1.07.03 Official Opposition Caucus – Transportation & Communications	\$700

REASON FUNDS ARE AVAILABLE:

Expenditures for travel are less than anticipated.

<p>APPROVED BY:</p>  <p>Chief Financial Officer (A)</p> <p>Date: <u>March 20, 2014</u></p>	<p>APPROVED BY:</p>  <p>Clerk of the House of Assembly</p> <p>Date: <u>2014-03-20</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0026

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0209	110	0440	0410	000000	1.1.02.04 Legislative Library and Records Management – Supplies	\$300

FUNDS REQUIRED FOR:

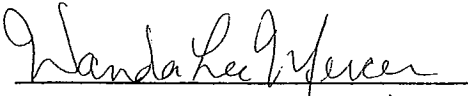
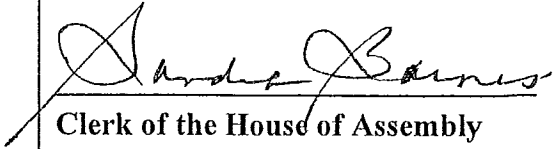
To cover the cost of the Canadian Parliamentary Guide 2014.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0209	110	0440	0367	000000	1.1.02.03 Legislative Library and Records Management – Transportation & Communications	\$300

REASON FUNDS ARE AVAILABLE:

Expenditures for travel are less than anticipated.

<p>APPROVED BY:  Chief Financial Officer (A) Date: <u>March 20, 2014</u></p>	<p>APPROVED BY:  Clerk of the House of Assembly Date: <u>2014-03-20.</u></p>
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 House of Assembly
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0027

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0245	100	0590	0110	000000	5.1.01.01 Office of the Child and Youth Advocate - Salaries	\$29,100

FUNDS REQUIRED FOR:

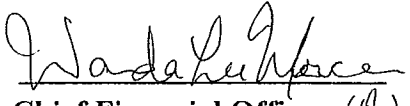
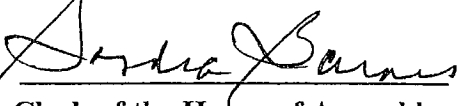
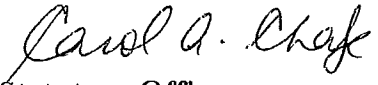
Unbudgeted payments for salary continuance in 2012-13.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0206	100	0410	0130	000000	1.1.04.01 Members' Resources - Salaries	\$29,100

REASON FUNDS ARE AVAILABLE:

Expenditures for Secretarial Pool, Constituency Assistants and Replacement Constituency Assistants are less than anticipated.

<p>VERIFIED BY:  Chief Financial Officer (A) Date: <u>March 20, 2014</u></p>	<p>APPROVED BY:  Clerk of the House of Assembly Date: <u>2014-03-20</u></p>	<p>APPROVED BY:  Statutory Officer Date: <u>Mar. 27/14</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0028

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	100	0600	0120	000000	3.1.01.01 Office of the Chief Electoral Officer – Salaries	\$29,400

FUNDS REQUIRED FOR:

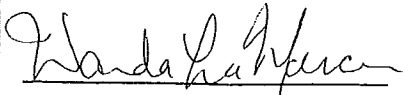
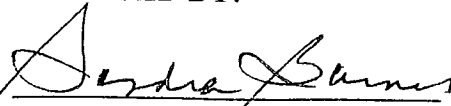

Salary costs due to unbudgeted By-Elections.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0206	100	0410	0130	000000	1.1.04.01 Members' Resources – Salaries	\$29,400

REASON FUNDS ARE AVAILABLE:

Expenditures for Secretarial Pool, Constituency Assistants and Replacement Constituency Assistants are less than anticipated.

<p>VERIFIED BY:  Chief Financial Officer (A) Date: <u>March 20, 2014</u></p>	<p>APPROVED BY:  Clerk of the House of Assembly Date: <u>2014-03-20</u></p>	<p>APPROVED BY:  Statutory Officer Date: <u>March 20/14</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0029

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	120	0450	0510	000000	6.1.01.05 Office of the Information & Privacy Commissioner- Professional Services	\$4800

FUNDS REQUIRED FOR:

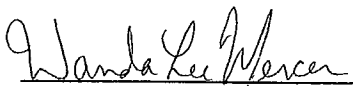
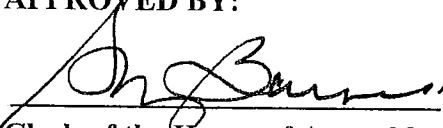
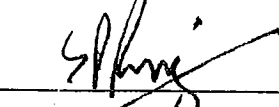
To cover cost of Legal Fees.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0249	110	0450	0611	000000	6.1.01.06 Office of the Information & Privacy Commissioner- Purchased Services	\$4800

REASON FUNDS ARE AVAILABLE:

Delay in tender for new leased space.

<p>VERIFIED BY:  Chief Financial Officer (A) Date: <u>March 21, 2014</u></p>	<p>APPROVED BY:  Clerk of the House of Assembly Date: <u>2014-03-21</u></p>	<p>APPROVED BY:  Statutory Officer Date: <u>21 March 2014</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0030

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	100	0600	0120	000000	3.1.01.01 Office of the Chief Electoral Officer – Salaries	\$1,100

FUNDS REQUIRED FOR:

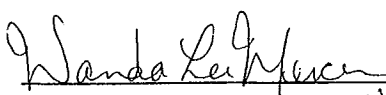
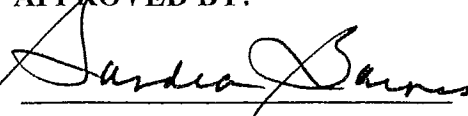
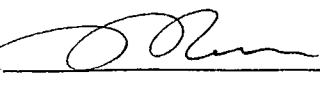
Remuneration for balance of pay period #7 due to salary costs for unbudgeted By-Elections.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0206	100	0410	0130	000000	1.1.04.01 Members' Resources – Salaries	\$1,100

REASON FUNDS ARE AVAILABLE:

Expenditures for Secretarial Pool, Constituency Assistants and Replacement Constituency Assistants are less than anticipated.

<p>VERIFIED BY:  Chief Financial Officer (A) Date: <u>March 21, 2014</u></p>	<p>APPROVED BY:  Clerk of the House of Assembly Date: <u>2014-03-21</u></p>	<p>APPROVED BY:  Statutory Officer Date: <u>Mar 21/2016</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0031

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0201	100	0400	0110	000000	1.1.01.01 Administrative Support – Salaries	\$2,600
0202	100	0420	0120	000000	1.1.05.01 House Operations – Salaries	\$500
0209	100	0440	0110	000000	1.1.02.01 Legislative Library – Salaries	\$600
0205	100	04C0	0120	000000	1.1.08.01 Third Party Caucus – Salaries	\$1,800

FUNDS REQUIRED FOR:

Administrative Support – Renumeration for balance of pay period #7 due to unbudgeted costs of severance payments and salary continuance in 2012-13.

House Operations – Renumeration for balance of pay period #7 due to salary costs for Speaker’s Outreach Program.

Legislative Library – Renumeration for balance of pay period #7 due to unbudgeted costs of severance payments and salary continuance in 2012-13.

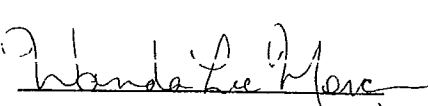
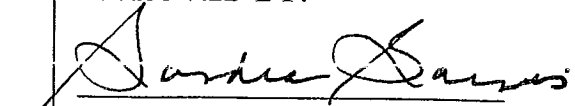
Third Party Caucus – Renumeration for balance of pay period #7 due to unbudgeted costs for paid leave and severance payments.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0206	100	0410	0130	000000	1.1.04.01 Members’ Resources – Salaries	\$5,500

REASON FUNDS ARE AVAILABLE:

Expenditures for Secretarial Pool, Constituency Assistants and Replacement Constituency Assistants are less than anticipated.

<p>APPROVED BY:  Chief Financial Officer (A) Date: <u>March 21, 2014</u></p>	<p>APPROVED BY:  Clerk of the House of Assembly Date: <u>2014-03-21</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0032

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	110	0600	0611	000000	3.1.01.06 Office of the Chief Electoral Officer- Purchased Services	\$3,600

FUNDS REQUIRED FOR:

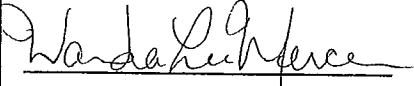
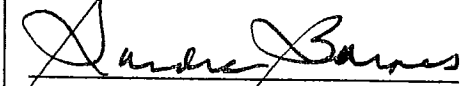

To cover the cost of advertising expenses for Virginia Waters By- Election.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	120	0600	0510	000000	3.1.01.05 Office of the Chief Electoral Officer- Professional Services	\$3,600

REASON FUNDS ARE AVAILABLE:

Expenditures for legal and other consulting services are less than anticipated.

<p>VERIFIED BY:  Chief Financial Officer(A) Date: <u>March 21 2014</u></p>	<p>APPROVED BY:  Clerk of the House of Assembly Date: <u>2014-03-21</u></p>	<p>APPROVED BY:  Statutory Officer Date: <u>Mar 21/2014</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0033

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0205	120	04C0	0510	000000	1.1.08.05 Third Party Caucus – Professional Services	\$5,000

FUNDS REQUIRED FOR:

Professional Services - To cover expenditure for external consultant.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0205	110	04C0	0410	000000	1.1.08.04 Third Party Caucus - Supplies	\$4,000
0205	110	04C0	0710	000000	1.1.08.07 Third Party Caucus – Property, Furnishings and Equipment	\$1,000

REASON FUNDS ARE AVAILABLE:

Supplies - Savings are available due to less than anticipated expenditures for office supplies.

Property, Furnishings and Equipment – Savings are available due to less than anticipated expenditures for blackberries and other equipment.

<p>APPROVED BY:</p> <p><i>Wanda Lee Mercer</i> Chief Financial Officer (A)</p> <p>Date: <u>March 26, 2014</u></p>	<p>APPROVED BY:</p> <p><i>Jarrod Bauer</i> Clerk of the House of Assembly</p> <p>Date: <u>2014-03-26</u></p>
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LEGISLATURE

Budget Adjustment No.: HOABT2014-0034

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	110	0600	0410	000000	3.1.01.04 Office of the Chief Electoral Officer-Supplies	\$800

FUNDS REQUIRED FOR:

To cover the cost of office supplies.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC		
0211	120	0600	0510	000000	3.1.01.05 Office of the Chief Electoral Officer-Professional Services	\$800

REASON FUNDS ARE AVAILABLE:

Expenditures for legal and other consulting services are less than anticipated.

<p>VERIFIED BY:</p> <p><u>Wanda Lee Mercer</u> Chief Financial Officer (A)</p> <p>Date: <u>March 28, 2014</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u> Clerk of the House of Assembly</p> <p>Date: <u>2014-03-28</u></p>	<p>APPROVED BY:</p> <p><u>[Signature]</u> Statutory Officer</p> <p>Date: <u>March 28, 2014</u></p>
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STATUTORY OFFICE: OFFICE OF THE AUDITOR GENERAL

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC	ACCOUNT NAME	
0225	100	0520	0110	000000	Salaries - Audit Operations	\$44,400

FUNDS REQUIRED FOR: cover the net deficit from the payout cost for severance pay and accrued paid leave for David White who retired April 30, 2013.

TRANSFER FROM:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC	ACCOUNT NAME	
0223	110	0510	0232	000000	Employee Benefits - Admin Support	\$3,000
0223	110	0510	0322	000000	Travel & Communications - Admin Support	\$8,400
0223	110	0510	0410	000000	Supplies - Admin Support	\$5,000
0223	110	0510	0510	000000	Professional Services - Admin Support	\$4,000
0223	110	0510	0610	000000	Purchased Services - Admin Support	\$15,000
0225	110	0520	0232	000000	Employee Benefits - Audit Operations	\$9,000

REASON FUNDS ARE AVAILABLE: in this fiscal year IT training, employee travel, telephone costs, software purchases, printing costs and tuition reimbursement costs were less than anticipated.

OFFICE OF THE AUDITOR GENERAL

DIRECTOR OF ADMINISTRATION	AUDITOR GENERAL
<i>[Signature]</i> 2014-03-14	<i>[Signature]</i>

AUTHORITY TO TRANSFER FUNDS (Section 4.1, House of Assembly Transfer of Funds Policy)

CLERK OF THE HOUSE OF ASSEMBLY: (Designate)	<i>[Signature]</i>
	2014-03-14

STATUTORY OFFICE: OFFICE OF THE AUDITOR GENERAL

TRANSFER TO:

Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC	ACCOUNT NAME	
01	100	0510	0110	000000	Salaries - Admin Support	\$100
0225	100	0520	0110	000000	Salaries - Audit Operations	\$500

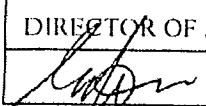
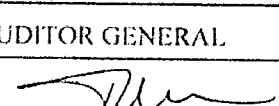
FUNDS REQUIRED FOR: Admin Support - cover the final pay period - funds fail \$0.26.
 Audit Operations - cover final pay period - funds fail \$350.00 (signing bonus prorated payment to retired employee, 457.69)

TRANSFER FROM:

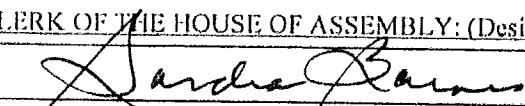
Accounting Distribution					Description	Amount
RC	ACAT	ACEL	LOBJ	DTC	ACCOUNT NAME	
0223	110	0510	0610	000000	Purchased Services - Admin Support	\$600

REASON FUNDS ARE AVAILABLE: printing costs were less than anticipated.

OFFICE OF THE AUDITOR GENERAL

DIRECTOR OF ADMINISTRATION	AUDITOR GENERAL
 2014-03-21	

AUTHORITY TO TRANSFER FUNDS (Section 4.1, House of Assembly Transfer of Funds Policy)

CLERK OF THE HOUSE OF ASSEMBLY: (Designate)
 2014-03-24

**House of Assembly Management Commission
Briefing Note**

Title: Amendment required to Schedule A of the Members Resources and Allowances Rules

Issue: Correction is required to provide two districts with the appropriate funding for their Intra and Extra Constituency Allowance following an error in Schedule A.

Background:

- On March 13, 2014 the Management Commission approved a redistribution of funding among several districts in the Intra and Extra Constituency Allowance Category (I&E) to enable more equitable funding levels.
- These amendments were tabled in the House on March 31, 2014 and passed by the House on April 1, 2014.
- The I&E funding allocation for the District of Labrador West was supposed to be decreased by \$1,100. An error was made in preparing Schedule A and the decrease was inadvertently applied to the District of Lake Melville. The funding level for the District of Labrador West remained at the same funding level as 2013-2014. The error was not detected until after the amendments had already been passed by the House of Assembly.
- In order to correct the error, the same process must be followed as that recently followed to change Schedule A after the March 13, 2014 decisions, i.e. tabling and a debatable motion in the House.

Analysis:

Legal Consultation:

Law Clerk

Internal Consultation(s):

N/A

External Consultation(s):

N/A

Comparison to Government Policy:

N/A

Financial Impact:

N/A

Legislative Impact:

The amendment must be tabled

Options:

1. The Commission approves the attached amendments to the *Members' Resources and Allowances Rules* to adjust the Intra-Constituency allocations for the specified districts.
2. The Commission does not approve the attached amendments to the *Members' Resources and Allowances Rules* to adjust the Intra-Constituency allocations for the specified districts.

Status:

- The current Schedule A to the Rules remains in effect.

Action Required:

Pursuant to Subsection 20(7) and Section 64 of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission hereby gives approval to the attached proposed amendments to the *Members' Resources and Allowances Rules*, subject to approval of the House of Assembly and final wording by the Office of the Legislative Counsel.

Prepared by: S. Barnes, Clerk

Approved by:

Date: 2014-04-14

Attachments:

1. Proposed Schedule Amendment

The Management Commission approves the following amendment to the *Members' Resources and Allowances Rules*, subject to drafting by the Office of the Legislative Counsel.

Proposed Schedule amendment:

1. Schedule A of the *Members' Resources and Allowances Rules* is amended by deleting lines 25 and 26 and substituting the following:

25	Labrador West	\$6,600
26	Lake Melville	\$8,000