



## HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

### DIRECTIVE

Directive Number 2019-001

<b>Effective Date:</b> March 21, 2019	<b>Commission Minute:</b> CM 2019-008	
<b>Subject:</b> Amendment to Caucus Operational Funding Grants Policy	<b>Reference:</b> HOAMC Meeting: March 13, 2019	
<b>Issued To:</b> All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, Financial Systems Control, and Corporate Services; Office of the Auditor General; Office Managers of Government Caucus, Official Opposition Caucus, NDP Caucus; Assistant Deputy Clerk, Executive Council; Director of Operations, Office of the Premier.	<b>Contact:</b> Wanda Lee Mercer Chief Financial Officer, House of Assembly 729-2923 <a href="mailto:wandaleemercer@gov.nl.ca">wandaleemercer@gov.nl.ca</a>	

### BACKGROUND

The Management Commission approved the Caucus Operational Funding Grants Policy in February 2010, and further amended it in September 2015. The Policy ensures consistency and appropriateness in the spending of the operational funding, provides clarification to caucus staff on eligible and ineligible purchases, and establishes a template for bank reconciliations and annual reporting.

In accordance with the Policy, funds are paid to each caucus monthly by deposit into a bank account that is administered/overseen by the caucus. If the grant for each month is not expended (especially for larger caucuses), it typically results in funds accumulating over the General Assembly. Upon the dissolution of the 47<sup>th</sup> General Assembly (prior to the 2015 general election), each caucus was required to return any accumulated funds to the House of Assembly. While the Policy did not address return of funds upon dissolution, each caucus was required to do so following the advice of the Auditor General when consulted on the matter by House officials.

In anticipation of the dissolution of the 48<sup>th</sup> General Assembly, and to make the policy consistent with past practice, the Management Commission approved the following amendment to the Policy.

### DIRECTIVE

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission issues the following directive:

*The Caucus Operational Funding Grants Policy is amended by adding immediately after Section 7.0, the following:*

*8.0 Return of Accumulated Funds at Dissolution of General Assembly*

*Following the dissolution of a general assembly, all caucuses must return to the House of Assembly, all accumulated funds that were paid in accordance with this Policy.*

*The annual report required under Section 7.0, detailing expenditures from the start of the fiscal year up to dissolution, must also be submitted upon return of the funds.*

The revised Policy is attached.



Sandra Barnes  
Clerk of the House of Assembly



**House of Assembly**

**Caucus Operational Funding Grants Policy**

**Revised March 2019**

## **Table of Contents**

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**1.0 Approval**

**2.0 Purpose**

**3.0 General**

**3.1 *Definition***

**3.2 *Authority***

**3.3 *Supporting Documentation***

**4.0 Eligible items, services and activities**

**4.1 *Caucus Office Staff***

**4.2 *Members and Constituency Assistants – Caucus Meetings***

**5.0 Ineligible items, services and activities**

**6.0 Monthly Bank Reconciliations**

**7.0 Annual Reporting**

**8.0 Return of Accumulated Funds at Dissolution of General Assembly**

**Appendix A Annual Reporting Template**

**Appendix B Monthly Bank Reconciliation Template**

## 1.0 Approval

Under the authority of subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*(the Act), the House of Assembly Management Commission establishes this policy respecting Caucus Operational Funding Grants.

## 2.0 Purpose

This policy is developed to ensure consistency and appropriateness in the spending of the operational funding provided to each caucus.

## 3.0 General

Grant funding is provided to each caucus to cover the cost of miscellaneous purchases associated with caucus operations.

Each caucus is entitled to \$100 per month for each Member of that caucus, with a minimum of \$800, to fund miscellaneous operational purchases. The Speaker and independent Members are also entitled to the same amount each per month.

Beginning with the 2009-2010 fiscal year, this allocation is adjusted based on the provincial Consumer Price Index for the prior calendar year.

Expenses related to constituency business which may be claimed by individual Members under the *Members' Resources and Allowances Rules* may not be claimed under this policy.

It is the responsibility of each caucus to establish and implement control procedures with respect to the operational funding grant.

### 3.1 Definition

For the purposes of this policy only, "caucus" means a group of Members of the same political party, an individual Member with or without party affiliation or the Speaker.

### 3.2 Authority

In accordance with **CM 2008-085**, operational funding was provided to each caucus to fund miscellaneous operational purchases. Guidelines respecting eligible and ineligible purchases under this allocation shall be determined by the Commission.

### **3.3 Supporting Documentation**

Supporting documentation, including **images/photocopies of cheques**, must be retained for **ALL** expenses and must reconcile to the annual summary of expenditures report.

When requested, supporting documentation for each category of expenditure shall be made available to the Clerk of the House of Assembly.

All supporting documentation, including the monthly bank reconciliations, should be retained for 5 years.

## **4.0 Eligible items, services and activities**

The following list of eligible items, services and activities may be purchased under this policy.

### **4.1 Caucus Office and Staff**

#### ➤ Transportation and Communications

- Travel, meals and accommodations associated with hearings, caucus and other meetings
- Travel, meals and accommodations associated with luncheons such as Board of Trade, Combined Councils of Labrador conference, and similar functions
- Travel, meals and accommodations associated with training and development
- Taxis, couriers and other delivery charges

#### ➤ Supplies

- Newspapers, other subscriptions, resource materials
- Gifts for visiting delegations or visiting individuals, to a maximum of \$200 per gift
- Flowers or similar tokens of respect on behalf of a caucus for funerals or serious illnesses of Members, former Members or political staff
- Meals and food services for meetings and guests, or for staff outside normal working hours
- Office supplies and operational expenses

➤ Purchased Services

- Registration or other fees associated with luncheons such as Board of Trade and similar functions
- Processing fees for Access to Information requests
- Media transcripts
- Training and development registration fees
- Standard banking charges
- Advertising, of a non-partisan nature, on behalf of the caucus
- Web site maintenance

**4.2 Members and Constituency Assistants – Caucus Meetings**

➤ Transportation and Communications

- Travel, meals and accommodations

➤ Supplies

- Office supplies, food services, water, other

➤ Purchased Services

- Room rentals, advertising, printing, other

**5.0 Ineligible items, services and activities**

- Expenses which may be claimed by individual Members under the *Members' Resources and Allowances Rules*.
- Expenses associated with partisan political activities.
- Personal items.
- Donations or loans to individuals/groups or to a political party or organization.

**6.0 Monthly Reconciliations**

- Each caucus **must** complete bank reconciliations on a monthly basis.
- The bank reconciliation must include **all** necessary supporting documentation which must be maintained for annual reporting purposes.
- A suggested template for the monthly bank reconciliation is included in Appendix B.

## 7.0 Annual Reporting

- In accordance with **CM 2008-085** of the House of Assembly Management Commission, each caucus **must submit** a report detailing expenditures on the use of this allocation to the Commission within 90 days after the end of each fiscal year.
- A template for the annual report is included in **Appendix A**.
- Details and any supporting documentation for each category of expenditure shall be made available to the Clerk of the House of Assembly, when requested.
- All supporting documentation should be retained for 5 years.

## 8.0 Return of Accumulated Funds at Dissolution of General Assembly

Following the dissolution of a general assembly, all caucuses **must return** to the House of Assembly, **all accumulated funds** that were paid in accordance with this Policy.

The annual report required under Section 7.0, detailing expenditures from the start of the fiscal year up to dissolution, must also be submitted upon return of the funds.



**XX Caucus  
Summary of Expenditures  
For the Period April 1, XXXX to March 31, XXXX**

<b>Caucus Office and Staff</b>		
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<b>Transportation and Communications</b>		
	Travel, meals and accommodations associated with hearings, caucus, and other meetings	
	Travel, meals and accommodations associated with luncheons such as Board of Trade, Combined Councils of Labrador conference, and similar functions	
	Travel, meals and accommodations associated with training and development	
	Taxis, couriers and other delivery charges	
	<b>Sub-Total</b>	<b>\$ -</b>

<b>Supplies</b>		
	Newspapers, other subscriptions, resource materials	
	Gifts for visiting delegations or individuals, to a maximum of \$200 per gift	
	Flowers or similar tokens of respect on behalf of a caucus for funerals or serious illnesses of Members, former Members or political staff	
	Meals and food services for meetings and guests, or for staff outside normal working hours	
	Office supplies and operational expenses	
	<b>Sub-Total</b>	<b>\$ -</b>

<b>Purchased Services</b>		
	Registration or other fees associated with luncheons such as Board of Trade and similar functions	\$ -
	Processing fees for Access to Information requests	\$ -
	Media transcripts	\$ -
	Training and development registration fees	\$ -
	Standard banking charges	
	Advertising, of a non-partisan nature, on behalf of the caucus	\$ -
	<b>Sub-Total</b>	<b>\$ -</b>

**XX Caucus  
Summary of Expenditures  
For the Period April 1, XXXX to March 31, XXXX**

<b>Members and Constituency Assistants - Caucus Meetings</b>	
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<b>Transportation and Communications</b>		
	Travel, meals and accommodations	\$ -
<b>Supplies</b>		
	Office supplies, food services, water, other	
<b>Purchased Services</b>		
	Room rentals, advertising, printing, other	
	<b>Sub-Total</b>	\$ -

<b>Other (provide details)</b>		
	Insert details here	
	<b>Sub-Total</b>	\$ -

<b>Total Expenditures for FY</b>	\$ -
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<b>Opening Balance for FY</b>	
<b>Total Deposits for FY</b>	
<b>Total Expenditures for FY</b>	
<b>Ending Balance for FY</b>	

**Bank Reconciliation**  
**INSERT CAUCUS**  
**DATE: END FISCAL MONTH**

**Bank Balance** \$ -

**PLUS Outstanding Deposits**

**TOTAL** \$ -

**LESS Outstanding Cheques**

**Cheque #      Date                      Amount**

**TOTAL** \$ -

**Adjusted Bank Balance** \$ -

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**General Ledger** \$ -

Adjustment to Ledger

**Bank Fees** \$ -

**Adjusted General Ledger** \$ -

**Difference** \$ -