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House of Assembly Management Commission

2017-2018 Annual Report





Message from the Speaker



I am pleased to present the House of Assembly Management Commission Annual Report for the fiscal year ended March 31, 2018. This report includes a summary of the work of the Management Commission for the period from April 1, 2017 to March 31, 2018.

The work of the Management Commission is crucial to the effective operations of the Legislature and I thank members for recognizing this important responsibility. The Commission works as a collaborative decision-making body to ensure that operations are transparent, and makes decisions that are in keeping with their financial responsibilities under the *House of Assembly Accountability, Integrity and Administration Act*.

I would also like to thank the employees of the House of Assembly Service for their dedication and commitment in supporting Management Commission as it carries out its work.

Honourable Perry Trimper, MHA
Speaker of the House of Assembly
Chair, House of Assembly Management Commission



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Mandate

The House of Assembly Management Commission was established under the authority of the *House of Assembly Accountability, Integrity and Administration Act* (the Act). The Act establishes an administrative framework for the House of Assembly that is transparent and accountable, and includes subordinate legislation known as the *Members' Resources and Allowances Rules* (the Rules). The Rules promote accountability in, and transparency with respect to, the expenditure of public funds.

The Commission derives its mandate from subsection 20(1) of the Act which states:

The Commission is responsible for the financial stewardship of all public money, within the meaning of the Financial Administration Act, that may be voted by the House of Assembly for the use and operation of the House of Assembly and statutory offices, and for all matters of financial and administrative policy affecting the House of Assembly, its members, offices, and staff and in connection with them, and, in particular, the commission shall

- 1) *oversee the finances of the House of Assembly including its budget, revenues, expenses, assets and liabilities;*
- 2) *review and approve the administrative, financial and human resource and management policies of the House of Assembly service and statutory offices;*
- 3) *implement and periodically review and update financial and management policies applicable to the House of Assembly service and statutory offices;*
- 4) *give directions with respect to matters that the commission considers necessary for the efficient and effective operation of the House of Assembly service and statutory offices;*
- 5) *make and keep current rules respecting the proper administration of allowances for members and reimbursement and payment of their expenditures in implementation of subsection 11 (2) of this Act;*
- 6) *annually report, in writing, to the House of Assembly, through the speaker, with respect to its decisions and activities in accordance with section 51; and*
- 7) *exercise other powers given to the commission and to perform other duties imposed on the commission under this or another Act.*



Membership

Membership of the Commission is detailed in subsection 18(3) of the Act as follows:

- *the speaker, or, in his or her absence, the deputy speaker, who is the chairperson;*
- *the clerk, who is the secretary but does not vote;*
- *the government house leader;*
- *the official opposition house leader;*
- *two members who are members of the government caucus, only one of whom may be a member of the Executive Council (this member is appointed by Cabinet);*
- *one member who is a member of the official opposition caucus; and*
- *one member, if any, from a third party that is a registered political party and has at least one member elected to the House of Assembly. (If there is no third party, an additional member is chosen from the official opposition caucus.)*

Membership of the Commission during the period from April 1, 2017 to March 31, 2018 included:

- Hon. Perry Trimper, MHA (Speaker – elected August 8, 2017)
- Hon. Andrew Parsons, MHA, Burgeo-LaPoile (Government House Leader)
- Mr. Keith Hutchings, MHA, Ferryland (Opposition House Leader)
- Mr. Mark Browne, MHA, Placentia West-Bellevue
- Ms. Lorraine Michael, MHA, St. John's East-Quidi Vidi
- Hon. Siobhan Coady, MHA, St. John's West
- Mr. Paul Davis, MHA, Topsail-Paradise
- Ms. Sandra Barnes, Clerk of the House of Assembly, Secretary to the Commission
- Hon. Tom Osborne, MHA (Speaker – April 1, 2017 to July 31, 2017)

In the absence of the Speaker, the Deputy Speaker chairs the Commission meetings. The Deputy Speaker from April 1, 2017 to July 31, 2017 was Hon. Lisa Dempster, MHA for Cartwright-L'Anse au Clair. Mr. Brian Warr, MHA for Baie Verte-Springdale, was appointed Deputy Speaker as of August 8, 2017.



Duties and Responsibilities of Members

The individual duties of commission members are listed in section 21 of the Act, which states

21. (a) *A member of the commission, in exercising his or her powers and discharging his or her duties, shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.*
- (b) *A member of the commission shall not be considered to be in breach of the duty in subsection (1) if he or she acts prudently and on a reasonably informed basis.*
- (c) *A member of the commission shall act honestly and in good faith on the basis of adequate information in arriving at decisions of the commission and shall:*
- i. attend meetings of the commission unless unable to do so for good reason;*
 - ii. spend sufficient time on the affairs of the commission to comply with his or her duties and responsibilities; and*
 - iii. consider and advocate policies that promote compliance with this Act and rules.*

Support to the Commission

The House of Assembly Management Commission is supported by the House of Assembly Service. Established under the *House of Assembly Accountability, Integrity and Administration Act*, the House of Assembly Service supports the functioning of the House of Assembly and its committees, the House of Assembly Management Commission and Members of the House of Assembly.

The House of Assembly Service includes the Speaker, the Clerk and the Office of the Clerk. It also includes the Corporate and Members' Services Division which provides financial, human resources, payroll and administrative services. The Information Management Division includes the services of the Legislative Library, Records Management, Broadcast Services and Hansard.

The Office of the Clerk provides full administrative support to the House of Assembly Management Commission by preparing Commission briefing materials, researching and analyzing agenda items, coordinating and facilitating Commission meetings, and maintaining Commission records.



Proceedings of the Commission

Meetings of the Commission are broadcast live in the same manner as proceedings of the House of Assembly. In addition, live and archived webcasts are available on the House of Assembly website (www.assembly.nl.ca); as well as full transcripts (Hansard) of meetings. The briefing materials and Minutes of each meeting are also posted on the website.

The Commission held five (5) regular/televised meetings during the reporting period on the following dates:

- May 17, 2017
- November 8, 2017
- December 6, 2017
- February 1, 2018
- March 14, 2018

The decisions from these meetings can be viewed with the Minutes in **Appendix A**.

In Camera meetings

Subsection 19(1) of the Act outlines several circumstances where issues can be deliberated at *in camera* meetings. The substance of all decisions made *in camera* are recorded and reported at the next public meeting of the Commission.

The circumstances allowing for *in camera* meetings as outlined in subsection 19(1) include:

- (a) *personnel matters relating to officers and employees of the House of Assembly, political staff as defined in paragraph 2(1)(e) of the Conflict of Interest Act, 1995 and statutory offices;*
- (b) *legal matters, including actual or potential litigation;*
- (c) *matters protected by privacy and data protection laws; and*
- (d) *budget deliberations involving the preparation of the annual estimates of expenditure of the House of Assembly and the statutory offices*

The Commission held six (6) *in camera* meetings during the reporting period on the following dates:

- May 30, 2017
- September 7, 2017



- November 8, 2017
- December 6, 2017
- February 13, 2018
- March 14, 2018

Any decisions from these meetings can be viewed with the Minutes in **Appendix A**.

Commission Minutes

Minutes of the Commission meetings record the time, date, and location of the meetings as well as who was in attendance and include only the Decisions of the Commission and reports made to the Commission. The transcript of discussion is provided by Hansard and posted on the House of Assembly website.

Minutes of the Commission are approved at the next meeting. Once approved, the Minutes are provided to each MHA and posted on the House of Assembly website.

The Minutes are also tabled by the Speaker in the House of Assembly no later than 5 days after their approval (if the House is sitting), or no later than 5 days after the beginning of the next sitting of the House. The Minutes of the Commission meetings held during the reporting period can be found in **Appendix A**.

Authority of the Commission

The decision-making authority of the House of Assembly Management Commission is exercised through specific actions that include making rules, issuing directives and making specific decisions.

Rules

Paragraph 20(6)(a) of the Act provides the Commission the authority to make rules of general application respecting the amounts which Members may claim for reimbursement or payment of allowable expenses and the manner in which the allowances will be claimed and paid; the employment and payment of constituency assistants and the reimbursement of reasonable expenses incurred by those assistants in carrying out their duties; the financial accountability of Members; and the duties and responsibilities of the Clerk with respect to the financial administration of the House of Assembly and the statutory offices.



Amending Process

The process for making or amending rules which adjust the levels of expenses is contained in subsection 15(5) of the *House of Assembly Accountability, Integrity and Administration Act* (the Act). The general power to enact amendments is contained in Section 64 of the Act.

Some of the rules amended during the reporting period came under subsection 15(5) of the Act and followed the process outlined below:

- a) a draft of the amendment is proposed at a meeting of the Commission;
- b) notice and reading of the draft shall be given in the House of Assembly (when in session) and posted on the House website; when the House is not in session, the draft must be distributed to all Members;
- c) the draft amendment is voted on at a subsequent meeting of the Commission; and
- d) the Office of Legislative Counsel prepares the final version for publishing in the Newfoundland and Labrador Gazette as subordinate legislation, upon which date the rule becomes effective.

The process for amending the annual level of allowances or resources is outlined in subsection 20(7) of the Act.

There were four (4) rule amendments approved during the 2017-2018 reporting period, the details of which are outlined in **Appendix B**.

Distribution Process

Once the rule amendments are published in the Newfoundland Gazette, they are distributed to all Members of the House of Assembly, the Comptroller General, the Auditor General, Office Managers of each of the caucuses, the Assistant Deputy Clerk of Executive Council and the Director of Operations, Office of the Premier. The amendments are also distributed internally to the Clerk's Office and the Corporate and Members' Services Division.

Issuing Directives

The Commission has authority under paragraph 20(6)(b) of the Act to issue directives which interpret, clarify or amplify the rules contained in the *Members' Resources and Allowances Rules*. Directives may also establish policies, including financial and management policies, or alter, on appeal, rulings of the Speaker.

There were four (4) directives issued by the Commission during the reporting period, the details of which are included in **Appendix C**.



Distribution Process

All Directives are distributed to all Members of the House of Assembly, the Comptroller General, the Auditor General, Office Managers of each of the caucuses, the Assistant Deputy Clerk of Executive Council and the Director of Operations, Office of the Premier. The Directives are distributed internally to the Clerk's Office, Corporate and Members' Services Division and the Legislative Library. The Directives are also posted on the House of Assembly website at www.assembly.nl.ca/ManComm/Directives/.

Specific Decisions

The Commission has authority under paragraph 20(6)(c) of the Act to make Decisions on individual cases or appeals brought to the Commission and on other matters that require a Decision by the Commission in relation to the administration of the House of Assembly.

All decisions made by the Commission during the reporting period are included in the Minutes of the Commission meetings in **Appendix A**.

Rulings on Allowance Use

Under section 24 of the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker or the Commission may make a ruling when an expense claim has been rejected by the Corporate and Members' Services Division. Subsections 24 (8) and (9) state as follows:

- (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 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.

During the reporting period there were six (6) rulings on allowance use, as provided for in Section 24 of the Act. The details of these rulings are included in **Appendix D**.

Review of Allowance Use

Under section 52 of the *House of Assembly Accountability, Integrity and Administration Act* (the Act), the Speaker may request a review of allowance use.

Subsection 52(1) states:

At the request of a member or of the clerk on his or her own initiative, the speaker may conduct, in his or her capacity as chair of the commission, a review that the speaker considers necessary to determine whether a member's use of an allowance, disbursement, payment, good, premises or service provided under this Act complies with

- (a) the purposes for which the allowance, disbursement, payment, good, premises or service was provided; or*
- (b) the purpose of this Act, the rules or the directives of the commission.*

There were no reviews of allowance use during the 2017-2018 reporting period.

Audit Committee

The Audit Committee is a committee of the Commission, established under the *House of Assembly Accountability, Integrity and Administration Act*. The Committee provides assistance to the Commission in carrying out its oversight responsibility to the House of Assembly and to the public with respect to the stewardship of public money. The full duties of the Audit Committee are outlined in section 23 of the Act.

The Committee consists of two members of the Commission and two members chosen by the Chief Justice of the Province who are not Members of the House of Assembly. The Chair of the Audit Committee is appointed by the Commission. The Clerk Assistant acts as secretary of the committee.



The members of the Audit Committee during the period of April 1, 2017 to March 31, 2018 included:

- Mr. Mark Browne, MHA, Placentia West-Bellevue (*Chair of the Audit Committee*)
- Mr. Keith Hutchings, MHA, Ferryland (*Member of the Audit Committee*)
- Dr. Alex Faseruk
- Ms. Gail Hamilton, FCPA, FCA

Ms. Elizabeth Murphy, Clerk Assistant, is Secretary to the Committee.

There was one report submitted by the Audit Committee during the reporting period (see **Appendix E**).

Financial Reporting

Under subsection 20(5) of the *House of Assembly Accountability, Integrity and Administration Act*, the commission is required to:

- (a) *regularly, and at least quarterly, review the financial performance of the House of Assembly as well as the actual expenditures of members compared with approved allocations;*
- (b) *ensure that an annual financial audit is completed of the accounts of the House of Assembly and the statutory offices in accordance with section 43 within 90 days after the end of a fiscal year;*
- (c) *ensure that a compliance audit is completed of the accounts of the House of Assembly and the statutory offices in accordance with section 43 at least once every General Assembly, and reported on within 90 days after the end of the fiscal year to which it relates;*
- (d) *ensure that full and plain disclosure of the accounts and operations of the House of Assembly and statutory offices is made to the auditor appointed under section 43;*
- (e) *consider and address on a timely basis recommendations of the auditor appointed under section 43; and*
- (f) *report, in writing, annually to the House of Assembly, or a committee established by it, the results of an audit and the steps taken or to be taken to address matters of concern raised by an audit.*



Management Certification

Section 20 of the *House of Assembly Accountability, Integrity and Administration Act* requires the Clerk to certify to the Commission that the House of Assembly and Statutory Offices have in place appropriate systems of internal controls and that those systems are operating effectively.

Consultants were engaged to provide assistance to enable the Clerk to meet the management certification requirements. The services provided included a review of the design effectiveness and existence of internal controls, identification of any control gaps and recommendations for remedial action. Tests of controls were designed, executed and evaluated to determine if controls were operating effectively. The internal control documentation was updated to reflect the controls in place at the end of each period.

The Auditor's Report states that the Clerk's Management Certification as of 31 March 2018 was fairly stated and that the internal controls over financial reporting were operating effectively, in all material respects, as at the date noted.

The Management Certification dated 31 March 2018 is included with the financial information in **Appendix F**.

Audited Financial Information

The financial information audited by the Auditor General includes the schedule of assets and liabilities, the schedules of expenditure and related revenue, and gross expenditure and unexpended balances for the year ended 31 March 2018.

The Auditor's Report provides an unqualified opinion on:

- the financial information for the House of Assembly and its Statutory Offices and states that the financial information for the year ended 31 March 2018 is prepared, in all material aspects, in accordance with the accounting policies disclosed in Note 1;
- whether the expenses incurred were in accordance with the policies of the House of Assembly Management Commission, and where applicable, the policies of the Executive Branch of government; and
- whether the Clerk of the House of Assembly's assessment of the effectiveness of internal controls over financial reporting was fairly stated and whether the internal controls were operating effectively.

The audited financial information is included in **Appendix F**.



Report on Recommendations by the Auditor General

The report on the recommendations made by the Auditor General contains recommendations resulting from the audit of the financial information for the House of Assembly and its Statutory Offices for the year ended 31 March 2018 and the audit of the Management Certification dated 31 March 2018. There were no such recommendations for the reporting period.

Members' Salaries, Allowances and Expenses

Reports on salaries, allowances and expenses permitted for, and paid to, each Member by the House of Assembly during the reporting period are also included in **Appendix G**. The first report includes compensation paid to Members by the House of Assembly. The second report includes Member Accountability and Disclosure Reports – Expenditures Summarized by Category for each Member during the reporting period.

Travel under Special Circumstances - Authorizations under Section 43

Section 43 of the *Members' Resources and Allowances Rules* provides that a Member may claim for additional travel expenses when the Member is traveling and unable to return to his/her residence when scheduled to do so and would not otherwise be entitled to claim reimbursement for such expenses. Under the Rules, a Member can make application to the Clerk or the Speaker before incurring such expenses, if practical. Otherwise, the Member must notify the Speaker at the earliest reasonable opportunity after incurring the expenses. The Speaker must report, in writing, to the Commission any authorizations made under this section of the Rules.

There were no authorizations made under section 43 for the period ending March 31, 2018.

Speaker's Delegated Authority

The Commission through **CM 2008-95**, pursuant to subsection 20(4) of the *House of Assembly Accountability, Integrity and Administration Act*, delegated authority to the Speaker respecting urgent financial matters relating to the administration of the House of Assembly and the Statutory Offices. The Speaker is to consult with the Government House Leader, Opposition House Leader and the Leader of the Third Party and report all decisions and the reasons for them at a subsequent meeting of the Commission.



There were no such approvals during the reporting period.

Clerk's Authorization for Furniture and Equipment Expenditures

The Standard Office Allocation Package for Members and Constituency Assistants delegates authority to the Clerk to pre-approve expenditures for other furniture and equipment to a maximum of \$1000.00 (per item), with the Clerk to report all such approvals at a subsequent meeting of the Management Commission.

There were four (4) such approvals during the reporting period, which are detailed in Appendix H.

Clerk's Authorization for Rental Vehicles in Excess of 15 Days

Section 40(1) of the *Members' Resources and Allowances Rules* states that rental vehicles are an allowable mode of travel for Members of the House of Assembly. Section 40(10) states however, that where a Member travels by a rental vehicle for more than 15 consecutive days, the approval of the Clerk is required, with all such approvals to be reported at the next meeting of the Commission.

There were no such approvals during the reporting period.



Appendices

Appendix A

Minutes of Commission Meetings

Appendix B

Rule Amendments

Appendix C

Directives

Appendix D

Rulings on Allowance Use

Appendix E

Report of the Audit Committee

Appendix F

Financial Information and Management Certification - 31 March 2016

Appendix G

Members' Salaries, Allowances and Expenses

Appendix H

Clerk's Authorizations for Furniture and Equipment



*HOUSE OF ASSEMBLY
NEWFOUNDLAND & LABRADOR*

Appendix A

Minutes of the Commission



I certify that **Appendix A** contains the Minutes of the proceedings of the House of Assembly Management Commission for the reporting period 2017-2018 and that they are an accurate reflection of the Decisions of the Commission made at the proceedings.

A handwritten signature in blue ink that reads "Sandra Barnes".

Sandra Barnes
Clerk of the House of Assembly and
Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: May 17, 2017

Location: House of Assembly Chamber

Time: 5:35 p.m.

Members Present:

Hon. Tom Osborne, MHA, Waterford Valley, Speaker

Ms. Sandra Barnes, Clerk of the House of Assembly

Hon. Andrew Parsons, Government House Leader

Mr. Paul Davis, MHA (PC) Topsail-Paradise

Ms. Lorraine Michael, MHA (NDP), St. John's East-Quidi Vidi

Mr. Mark Browne, MHA (Lib) Placentia West - Bellevue

Mr. Keith Hutchings, MHA (PC), Ferryland

Hon. Siobhan Coady, MHA (Lib), St. John's West

Other

Ms. Lisa Dempster, Deputy Speaker

Ms. Marie Keefe, Policy & Communications Officer

CM 2017-046

The Minutes of the House of Assembly Management Commission meeting held on March 15, 2017 were approved as read.

As required under the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker reported rulings on allowance use for the period ended May 12, 2017. The reported expenditure of \$288.79 for the Member for Stephenville-Port au Port was rejected for payment because it was not submitted within 60-days of being made; however it was a permitted expense and complied with all other provisions of the *Members' Resources and Allowances Rules*.

CM 2017-047

Pursuant to Section 64 of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the proposed amendment to paragraph 46(4)(g) of the Members' Resources and Allowances Rules, subject to final wording by the Office of the Legislative Counsel.

The Commission further directed that a clarification of the rules be issued pursuant to its authority under subparagraph 20(6)(b)(i) of the *House of Assembly Accountability, Integrity and Administration Act*, stating that should a Member claim meal expenditures in a restaurant under Section 46 for the purpose of an event, the name, purpose and number of attendees at the event must be identified with the supporting documentation for the expenditure.

CM 2017-048

Pursuant to subsections 15(5) and 20(7) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the proposed amendments, subject to final wording by the Office of the Legislative Counsel.

CM 2017-049

The Commission approved the proposed amendment to the House of Assembly Transfer of Funds Policy.

CM 2017-050

The Commission accepted recommendation 43 that the Defined Benefit Plan as outlined in the Morneau Shepell Report (Option 2) attached as Appendix H of the 2016 MCRC Report, shall apply to Members of the House of Assembly who were first elected on or after November 30, 2015. Mr. Browne and Ms. Coady recused themselves from the vote.

Adjournment: 6:05 p.m.

Tom Osborne, MHA
Speaker and Chair of the Commission



Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: November 8, 2017

Location: House of Assembly Chamber

Time: 5:20 p.m.

Members Present:

Hon. Perry Trimper, MHA, Lake Melville, Speaker

Ms. Sandra Barnes, Clerk of the House of Assembly

Hon. Andrew Parsons, Government House Leader

Mr. Paul Davis, MHA (PC) Topsail-Paradise

Ms. Lorraine Michael, MHA (NDP), St. John's East-Quidi Vidi

Mr. Mark Browne, MHA (Lib) Placentia West - Bellevue

Mr. Keith Hutchings, MHA (PC), Ferryland

Hon. Siobhan Coady, MHA (Lib), St. John's West

Other

Mr. Brian Warr, Deputy Speaker

Ms. Bobbi Russell, Policy, Planning & Research Analyst

As required under the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker reported the following decisions made at an *in camera* meeting held on May 30, 2017:

CM 2017-051 The Commission, at an *in camera* meeting, approved the compensation level for the position of Seniors' Advocate at EP-29 of the Executive Pay Plan.

As required under the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker reported the following decisions made at an *in camera* meeting held on September 7, 2017:

CM 2017-052 The Commission, at an *in camera* meeting, approved the appointment of Ms. Kim Hawley-George as Law Clerk in a temporary capacity effective October 2, 2017 for a period not to exceed 12 consecutive months or until the position is permanently filled.

As required under the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker reported the following decisions made at an *in camera* meeting, held prior to the televised meeting:

- CM 2017-053** The Commission, at an *in camera* meeting, recommended the appointment of Ms. Sandra Russell, CPA, CA in an acting capacity as Auditor General, until such time as the position is filled on a permanent basis. Remuneration is set at EP 10, Step 18.
- CM 2017-054** The Commission, at an *in camera* meeting, approved a pre-commitment of funds up to \$20,000 for the Canadian Conference of Election Officials.
- CM 2017-055** The Commission, at an *in camera* meeting, approved a pre-commitment of funds up to \$20,000 for the Canadian Conflict of Interest Network Conference.
- CM 2017-056** The Commission, at an *in camera* meeting, approved a pre-commitment of funds for the 2017-18, 2018-19 and 2019-20 budget appropriations for consulting services for the audit of the Office of the Auditor General.
- CM 2017-057** In order to give immediate effect to **CM 2017-056**, the Commission waived the usual two day waiting period for Management Commission decisions.
- CM 2017-058** The Commission approved a pre-commitment of funds for the 2017-18, 2018-19 and 2019-20 budget appropriations for consulting services for the management certification process.
- CM 2017-059** In order to give immediate effect to **CM 2017-058**, the Commission waived the usual two day waiting period for Management Commission decisions.
- CM 2017-060** The Minutes of the House of Assembly Management Commission meeting held on May 17, 2017 were approved as read.

As required under the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker reported rulings on allowance use for the period ended October 11, 2017. The reported expenditure of \$171.73 for the Member for Lewisporte-Twillingate was rejected for payment because it was not submitted within 60-days of being made; however it was a permitted expense and complied with all other provisions of the *Members' Resources and Allowances Rules*.

The report of all budget transfer processed during the period of April 1, 2016 to March 31, 2017 were provided to the Commission for Review.

The financial reports for the Legislature for the periods April 1, 2016 to March 31, 2017; and April 1, 2017 to September 30, 2017 were provided to the Commission for review. The Members' Accountability and Disclosure Reports were provided for the same periods.

The Caucus Operational Funding Expenditure Reports for the period April 1, 2016 - March 31, 2017 for the Office of the Speaker, Government Members' Caucus, Official Opposition Caucus and the Third Party Caucus were submitted to the Commission for review.

CM 2017-061 Pursuant to subsection 43(2) of the *House of Assembly, Accountability, Integrity and Administration Act*, the Commission appointed the Auditor General as auditor of the House of Assembly and Statutory Offices for the year ending 31 March 2018.

Pursuant to paragraph 23(8)(c) of the *House of Assembly, Accountability, Integrity and Administration Act*, the Tenth Report of the Audit Committee was provided to the Commission for review.

CM 2017-062 The Commission approved the audited financial information for April 1, 2016 to March 31, 2017 for the House of Assembly and its Statutory Offices as recommended by the Audit Committee.

Pursuant to 32(3) of the *Auditor General Act*, the audited financial information for the Office of the Auditor General for the fiscal year ended 31 March 2017 was provided to the Commission for review.

CM 2017-063 The Commission approved the payment of expenses totaling \$300.00 for the Member for Bonavista, with the expenses to be paid within the appropriate allocation for the 2017-18 fiscal year.

CM 2017-064 The Commission rejected payment of advertising expenses totaling \$115.00 for the Member for Exploits.

Approval of the consolidated Severance Policy for Members of the House of Assembly was deferred to the next meeting of the Commission so that House officials can draft a definition for transition period.

- CM 2017-065** The Commission rescinded **CM 2016-074** which adopted recommendation 12 of the 2016 Members' Compensation Review Committee.
- CM 2017-066** Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the proposed amendments to the Advertising and Publications Policy for Members of the House of Assembly.
- CM 2017-067** Pursuant to Section 64 of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the following amendment to Section 24 *Members' Resources and Allowances Rules*, subject to final wording by the Office of the Legislative Counsel:

Section 24 of the *Members' Resources and Allowances Rules* is repealed and the following substituted:

Office operations, supplies and communications allowance

24. (1) A member may claim against the office operations and supplies allowance for reimbursement to cover operational costs of operating a constituency office including,
- (a) office supplies;
 - (b) printing;
 - (c) photocopies;
 - (d) newspapers;
 - (e) answering services;
 - (f) staff professional development;
 - (g) courier services and postage;
 - (h) database maintenance;
 - (i) advertising in the form and with the content outlined in the policies of the commission;
 - (j) special occasion cards;
 - (k) those other items identified and directed by the commission.

(2) For the purpose of subsection (1), "special occasion cards" mean anniversary, birthday or sympathy cards, but does not include Christmas cards or other seasonal cards.

- CM 2017-068** The Commission approved payment of the invoice totaling \$792.26 for the constituency office for the District of Placentia-St. Mary's.
- CM 2017-069** Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved an amendment to the Standard Office Allocation Package for Members of the House of Assembly and Constituency

Assistants to increase the maximum amount for pre-approval by the Clerk to \$1000, with the Clerk to report all such approvals at the next meeting of the Management Commission.

Adjournment: 6:45 p.m.

Hon. Perry Trimper, MHA
Speaker and Chair of the Commission



Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: December 6, 2017

Location: House of Assembly Chamber

Time: 5:05 p.m.

Members Present:

Hon. Perry Trimper, MHA, Lake Melville, Speaker

Ms. Sandra Barnes, Clerk of the House of Assembly

Hon. Andrew Parsons, Government House Leader

Mr. Paul Davis, MHA (PC) Topsail-Paradise

Ms. Lorraine Michael, MHA (NDP), St. John's East-Quidi Vidi

Mr. Mark Browne, MHA (Lib) Placentia West - Bellevue

Mr. Keith Hutchings, MHA (PC), Ferryland

Hon. Siobhan Coady, MHA (Lib), St. John's West

Other

Mr. Brian Warr, Deputy Speaker

As required under the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker reported the following decisions made at an *in camera* meeting, held prior to the televised meeting:

CM 2017-070 The Commission, at an *in camera* meeting, concurred in the Lieutenant Governor in Council's recommendation that, upon appointment as Auditor General, Ms. Julia Mullaley continue to be compensated on point scale 2676 (EP-01) at step 25 with general economic increases to apply.

CM 2017-071 The Commission, at an *in camera* meeting, approved the restructuring proposal submitted by the Information and Privacy Commissioner. In order to give effect to the new organizational structure, the Commission approved the following:

- Abolishment of the following positions:
 - o Assistant Commissioner;

- Senior Access and Privacy Analyst (Advocacy and Compliance); and,
- Intake Officer.
- Creation a new position of Director, Research and Quality Assurance (DRQA), reporting directly to the Commissioner;
- Re-titling and reclassification of the current position of Senior Access and Privacy Analyst to Senior Access and Privacy Analyst – Investigations, Advocacy and Compliance, reporting directly to the Commissioner;
- Creation of two new permanent positions of Access and Privacy Analyst, reporting to the Senior Access and Privacy Analyst – Investigations, Advocacy and Compliance; and
- Re-titling and reclassification of the current position of Executive Assistant to the Commissioner to Administrative Assistant, reporting to the Business Manager.

CM 2017-072 The Minutes of the House of Assembly Management Commission meeting held on November 8, 2017 were approved as read.

In accordance with the Standard Office Allocation Package, the Clerk reported approvals of furniture and equipment purchased for constituency offices up to a maximum of \$1000 (per item) for the period ended November 30, 2017. The Clerk reported the following items for the Member for St. George's-Humber:

- Document holder - \$32.00
- Compact keyboard - \$92.00
- Wireless headset - \$392.00
- High back, multi-tilter chair - \$675.00

The financial reports for the Legislature and the Member Accountability and Disclosure Reports for the period April 1, 2017 to September 30, 2017 were provided to the Commission for review.

CM 2017-073 Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the Consolidated Severance Policy for Members of the House of Assembly and defined the transition period as:

The Member may select a transition period that is not less than 3 months, and not greater than 12 months.

CM 2017-074 In accordance with the Transfer of Funds Policy, the Commission approved the following transfer of funds:

From:

Subdivision 1.1.04.09 Members' Resources – Allowances and Assistance: \$54,000

To:

Subdivision 1.1.03.02 Hansard and the Broadcast Centre – Property, Furnishings and Equipment: \$ 54,000

CM 2017-075 The Commission did not approve an amendment to the House of Assembly Broadcast Guidelines to allow for split-screen shots.

CM 2017-076 In accordance with CM 2017-033, the Commission agreed to the following schedule of meetings for the Spring of 2017-2018 as follows:

- January 2018, with the exact date to be determined in consultation with Commission members early in January 2018;
- March 14, 2018; and,
- April 18, 2018.

Adjournment: 5:51 p.m.

Hon. Perry Trimper, MHA
Speaker and Chair of the Commission



Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: February 1, 2018

Location: House of Assembly Chamber

Time: 9:35 a.m.

Members Present:

Mr. Brian Warr, Deputy Speaker (Chair)

Ms. Sandra Barnes, Clerk of the House of Assembly

Hon. Andrew Parsons, Government House Leader (via teleconference)

Mr. Paul Davis, MHA (PC) Topsail-Paradise

Ms. Lorraine Michael, MHA (NDP), St. John's East-Quidi Vidi

Mr. Mark Browne, MHA (Lib) Placentia West - Bellevue

Mr. Keith Hutchings, MHA (PC), Ferryland

Hon. Siobhan Coady, MHA (Lib), St. John's West (via teleconference)

Other

Ms. Bobbi Russell, Policy, Planning & Research Analyst

Ms. Kate O'Brien, Co-counsel, Commission of Inquiry into Muskrat Falls Project

Mr. Barry Learmonth, Co-counsel, Commission of Inquiry into Muskrat Falls Project

CM 2018-001 The Minutes of the Management Commission meeting held on December 6, 2017 were approved as read.

CM 2018-002 The Commission approved payment of expenses totaling \$979.32 for the Member for Lake Melville.

The Member for Topsail-Paradise moved the following amendment to the motion put forward by the Member for Placentia West-Bellevue:

The Commission recommends that the request regarding an exemption to the *Access to Information and Protection of Privacy Act, 2015* for the Commission of Inquiry on the Muskrat Falls Project be deferred to a sitting of the House of Assembly.

The amendment was ruled out of order.

CM 2018-003 The Commission recommended to the Lieutenant-Governor in Council that the Commission of Inquiry on the Muskrat Falls Project be exempt from the *Access to Information and Protection of Privacy Act, 2015* in accordance with Section 4 of that Act.

Adjournment: 12:27 p.m.

Mr. Brian Warr, MHA
Deputy Speaker (Chair)

A handwritten signature in blue ink, appearing to read "Sandra Barnes", is written over the printed name and title.

Sandra Barnes
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: March 14, 2018

Location: House of Assembly Chamber

Time: 5:20 pm

Members Present:

Hon. Perry Trimper, Speaker (Chair)

Ms. Sandra Barnes, Clerk of the House of Assembly

Hon. Andrew Parsons, Government House Leader

Mr. Keith Hutchings, Opposition House Leader

Mr. Paul Davis, MHA (PC) Topsail-Paradise

Ms. Lorraine Michael, MHA (NDP), St. John's East-Quidi Vidi

Mr. Mark Browne, MHA (Lib) Placentia West - Bellevue

Hon. Siobhan Coady, MHA (Lib), St. John's West

Other

Mr. Brian Warr, Deputy Speaker

Ms. Bobbi Russell, Policy & Communications Officer

As required by the *House of Assembly Accountability, Integrity and Administration Act*, the Speaker reported a Decision made at an *in camera* meeting on February 13, 2018:

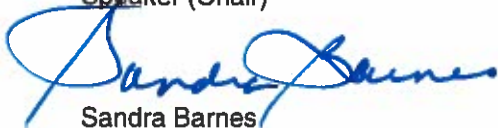
The Commission, at an *in camera* meeting, approved the 2018-2019 estimates for the Legislature, to be forwarded to the Minister of Finance for inclusion in the 2018 Estimates and voted on in the Legislature.

CM 2018-008 The Commission, at an *in-camera* meeting, approved a one-time funding request as part of the 2018-2019 estimates for the Office of the Child and Youth Advocate, to be forwarded to the Minister of Finance for inclusion in the 2018 Estimates and voted on in the Legislature. The Commission also waived the 2-day waiting period for this decision to expedite provision of the information to the Department of Finance in advance of Budget 2018.

- CM 2018-009** The Minutes of the Management Commission meeting held on February 1, 2018 were approved as read.
- CM 2018-010** The Commission approved the payment of expenses totaling \$490.00 and \$1,333.40 for the Member for Lake Melville.
- CM 2018-011** The Commission deferred a decision with respect to appeals for the Member for Cape St. Francis and the Member for Conception Bay East-Bell Island pending further analysis to be brought back to the Commission for consideration at a future meeting.
- CM 2018-012** The Commission approved the Office of the Seniors' Advocate as a Category 3 entity for the purposes of applying the *Transparency and Accountability Act*, as recommended in the categorization assessment form dated March 1, 2018.
- CM 2018-013** The Commission approved the expenditure to install video security intercoms with door releases for the constituency offices located in leased premises.
- CM 2018-014** The Commission did not approve the request from the Member for Mount Pearl-Southlands to allow replacement Members for meetings of the Management Commission. The current provisions of the *House of Assembly Accountability, Integrity and Administration Act*, prohibiting alternate members will continue.

Adjournment: 6:01 p.m.

Hon. Perry Trimper, MHA
Speaker (Chair)



Sandra Barnes
Clerk and Secretary to the Commission



*HOUSE OF ASSEMBLY
NEWFOUNDLAND & LABRADOR*

Appendix B Rule Amendments



HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

RULE AMENDMENT – MEALS IN RESTAURANTS (SECTION 46 – CONSTITUENCY ALLOWANCE)

Effective Date: June 2, 2017	Commission Minutes: CM 2017-047
Subject: Meals in Restaurants (Section 46 – Constituency Allowance)	Reference: HoaMC Meeting – May 17, 2017 ➤ Agenda Item # 4
Issued To: All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, OMSP, 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.	Contact: Wanda Lee Mercer Chief Financial Officer 729-2923

BACKGROUND

The 2016 Members' Compensation Review Committee (MCRC) recommended that meal expenditures in restaurants under the Constituency Allowance allocation be prohibited.

While the House of Assembly Management Commission accepted the recommendation, issues arose with respect to the interpretation of paragraph 46(4)(g) of the *Members' Resources and Allowances Rules* (the Rules). Upon consultation with the Chair of the 2016 MCRC, it was determined that the intent of the recommendation was to prohibit an MHA from claiming meal expenses associated with conducting a meeting with a constituent or small number of constituents at a restaurant. However, to host an event at a restaurant with a large number of constituents where there is a purpose to the event is acceptable as a means to disseminate information to a large number of constituents.

The Commission issued a directive with respect to the required supporting documentation for such expenditures. **Directive 2017-014** refers.

As a result of this clarification, the following rule amendment was approved:

Paragraph 46(4)(g) of the *Members' Resources and Allowances Rules* is repealed, and the following is substituted:

(4) *The following types of expenses shall not be reimbursed:*

(g) meal expenses in restaurants, pubs, delicatessens and similar establishments for meetings with constituents, their family members and other guests and hospitality food and beverages except as provided for in paragraph (3)(a);

Sandra Barnes
Clerk of the House of Assembly



HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

RULE AMENDMENT – BUSINESS REQUESTED BY HOUSE (SECTION 37.3)

Effective Date: June 17, 2017	Commission Minutes: CM 2017-048
Subject: Business Requested by House (Section 37.3)	Reference: HoaMC Meeting – May 17, 2017 ➤ Agenda Item # 5
Issued To: All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, OMSP, 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.	Contact: Wanda Lee Mercer Chief Financial Officer 729-2923

BACKGROUND

The 2016 Members' Compensation Review Committee (MCRC) made a recommendation regarding travel to the Capital Region at the request of the House of Assembly (e.g. training, swearing-in ceremonies, etc.) which was accepted by the Management Commission at its meeting on March 15, 2017 (CM 2017-027 refers).

Previously, expenses were reimbursed for Members travelling to the Capital Region for the purposes outlined above, but they were required to use one of their 20 House not in Session (HNIS) trips. As a result of accepting this recommendation, travel by MHAs at the request of the House of Assembly for purposes other than their usual duties, will be paid by the House of Assembly and will not count as one of the HNIS trips.

As a result, the following rule amendment was approved:

The Members' Resources and Allowance Rules were amended by adding immediately after section 37.2 the following:

- 37.3 (1) *Where, at the request of the clerk, while the House of Assembly is not in session, a member travels between the capital region and his or her constituency or permanent residence in order to participate in orientation, training or other services provided by the House of Assembly, that member may claim the costs associated with that travel.*
- (2) *For the purposes of subsection (1), travel costs are not included in the 20 return trips permitted under section 35, 36 or 37 but shall be claimed in the same amounts permitted under those sections.*

(3) The number of nights and daily amounts that may be claimed under this section are as established by the clerk at the time of the request.



Sandra Barnes
Clerk of the House of Assembly



HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

RULE AMENDMENT – TRAVEL FOR THE PURPOSE OF VACATING OFFICE (SECTION 37.4)

Effective Date: June 17, 2017	Commission Minutes: CM 2017-048
Subject: Travel for the Purpose of Vacating Office (Section 37.4)	Reference: HoaMC Meeting – May 17, 2017 ➤ Agenda Item # 5
Issued To: All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, OMSP, 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.	Contact: Wanda Lee Mercer Chief Financial Officer 729-2923

BACKGROUND

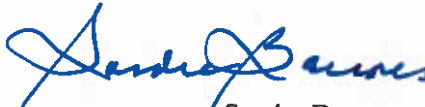
The 2016 Members' Compensation Review Committee (MCRC) made a recommendation regarding travel for the purpose of vacating office which was accepted by the Management Commission at its meeting on March 15, 2017 (CM 2017-029 refers).

Previously, there was no provision in the *Members' Resources & Allowances Rules* (the Rules) to allow Members who are defeated, retiring or resigning to travel to the Capital Region to vacate office. MCRC 2016 reviewed this matter and recommended that Members be permitted travel, accommodation and meal expenses for this purpose. The Committee felt that one day would be a reasonable amount of time to vacate the office, and that expenses should also be covered for the day prior and day after attending at their office. As a result, the following rule amendment was approved:

The *Members' Resources and Allowance Rules* were amended by adding immediately after section 37.3 the following:

37.4 (1) *Where a member retires, is not elected or otherwise vacates his or her office, that member shall vacate his or her office within one day and may be reimbursed for travel costs for that day, the day before and the day after that day.*

(2) *For the purposes of subsection (1), travel costs are not included in the 20 return trips permitted under section 35, 36 or 37 but shall be claimed in the same amounts permitted under those sections.*


Sandra Barnes
Clerk of the House of Assembly



HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

RULE AMENDMENT – SPECIAL OCCASION GREETING CARDS (SECTION 24)

Effective Date: November 24, 2017	Commission Minutes: CM 2017-067
Subject: Special Occasion Greeting Cards – Section 24	Reference: HoaMC Meeting – November 8, 2017
Issued To: All Members of the House of Assembly; Comptroller General; Directors of Government Accounting, Professional Services and Internal Audit, OMSP, 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.	Contact: Wanda Lee Mercer Chief Financial Officer 729-2923

BACKGROUND

At its meeting on November 30, 2016, the Management Commission accepted recommendation #10 of the 2016 Members' Compensation Review Committee (MCRC) that the recovery of expenses related to seasonal and special occasion cards be prohibited (CM 2016-050 refers). To give effect to this recommendation, the Commission approved an amendment to section 24 of the *Members' Resources and Allowances Rules* (the Rules) to remove seasonal and special occasion cards as an allowable expense under the office operations, supplies and communications allocation (CM 2017-021 refers).

At its March 15, 2017 meeting, the Management Commission directed that an Ad Hoc Committee be appointed with representation from each of the three caucuses to review and make recommendations respecting advertising member-created publications. During its deliberations, the Ad Hoc Committee also discussed the restriction on seasonal and special occasion cards, and recommended that the Management Commission consider allowing Members the recovery of expenses related to greeting cards for occasions of anniversary, birthday and sympathy only.

At its meeting of November 8, 2017 the Management Commission accepted the Ad-Hoc Committees recommendation and approved the following rule amendment (CM 2017-067 refers):

Section 24 of the *Members' Resources and Allowances Rules* is repealed and the following substituted:

Office operations, supplies and communications allowance


24. (1) A member may claim against the office operations and supplies allowance for reimbursement to cover operational costs of operating a constituency office including,

- (a) office supplies;
- (b) printing;
- (c) photocopies;
- (d) newspapers;

- (e) answering services;
- (f) staff professional development;
- (g) courier services and postage;
- (h) database maintenance;
- (i) advertising in the form and with the content outlined in the policies of the commission;
- (j) special occasion cards;
- (k) those other items identified and directed by the commission.

(2) For the purpose of subsection (1), "special occasion cards" means anniversary, birthday or sympathy cards, but does not include Christmas cards or other seasonal cards.

This rule amendment was Gazetted on November 24, 2017 and is now in effect.


Sandra Barnes
Clerk of the House of Assembly



*HOUSE OF ASSEMBLY
NEWFOUNDLAND & LABRADOR*

Appendix C Directives



Newfoundland &
Labrador

HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2017-004

Effective Date: June 2, 2017	Commission Minute: CM 2017-047
Subject: Clarification of Rules – Meals in Restaurants (Section 46)	Reference: HOAMC Meeting: May 17, 2017
Issued To: 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.	Contact: Wanda Lee Mercer Chief Financial Officer 729-2923

BACKGROUND

Paragraph 46(4)(g) of the *Members' Resources and Allowances Rules* currently states the following with respect to the Constituency Allowance allocation:

(4) *The following types of expenses shall not be reimbursed:*

(g) *meal expenses in restaurants, pubs, delicatessens and similar establishments for meetings with constituents, their family members and other guests and hospitality food and beverages except as provided for in paragraph (3)(a);*

As a result of the above amendment, the Management Commission issues the following clarification:

DIRECTIVE

Pursuant to subparagraph 20(6)(b)(i) of the *House of Assembly Accountability, Integrity and Administration Act*, the House of Assembly Management Commission directs that should Members incur meal expenditures in a restaurant for the purpose of an event, the following must be provided with the supporting documentation for the expenditure:

- the name of the event;
- the purpose of the event; and
- the number of attendees at the event.

Sandra Barnes
Clerk of the House of Assembly



HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2017-005

Effective Date: November 15, 2017	Commission Minute: CM 2017- 066
Subject: Advertising and Publications Policy for Members of the House of Assembly	Reference: HOAMC Meeting: November 8, 2017
Issued To: 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.	Contact: Wanda Lee Mercer Chief Financial Officer 729-2923

BACKGROUND


The Advertising Policy for Members of the House of Assembly was originally approved by the Management Commission in May, 2009 (CM 2009-030 refers); and amended in March, 2011 (CM 2011-011 refers).

The 2016 Members' Compensation Review Committee (MCRC) made several recommendations with respect to advertising and Member-created householders/publications. These recommendations were accepted by the Management Commission at its meetings on November 30 and December 7, 2016. The draft amendments to the Advertising Policy for Members of the House of Assembly resulting from acceptance of these recommendations were considered by the Management Commission at its March 15, 2017 meeting. The Commission directed that an Ad Hoc Committee be formed with representation from each of the three caucuses to review the draft policy and provide recommendations to the Commission.

The Ad Hoc Committee's recommendations and a revised draft Advertising and Publications Policy for Members of the House of Assembly were considered and approved by the Management Commission at its November 8, 2017 meeting (CM2017-066 refers). The approved revised policy is attached.

DIRECTIVE

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the proposed amendments to the Advertising and Publications Policy for Members of the House of Assembly.


Sandra Barnes
 Clerk of the House of Assembly



HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2017-006

Effective Date: November 15, 2017	Commission Minute: CM 2017-069
Subject: Revisions to Standard Office Allocation Package for Members of the House of Assembly & Constituency Assistants	Reference: HOAMC Meeting: November 8, 2017
Issued To: 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.	Contact: Wanda Lee Mercer Chief Financial Officer 729 – 2923

BACKGROUND

At its August 29, 2007 meeting, the Commission approved a standard office furniture, equipment and services package for Members. Several amendments have been made to the package since it was first approved in 2007 as a result of changes to standards in technology, and to ensure it continues to meet the needs of Members.

The Standard Office Allocation Package included a provision for the Clerk of the House of Assembly to approve the purchase of other furniture and equipment not included up to a maximum of \$500, with all such approvals to be reported at a future meeting of the Commission. As this amount had not been increased since it was first established in 2007, the Commission approved an amendment to increase the maximum amount for approval by the Clerk to \$1000.

The revised policy is attached.

DIRECTIVE

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the proposed amendments to the Standard Office Allocation Package Members of the House of Assembly and Constituency Assistants.


Sandra Barnes
 Clerk of the House of Assembly



HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

DIRECTIVE

Directive Number 2017-007

Effective Date: December 13, 2017	Commission Minute: CM 2017- 073
Subject: Severance Policy for Members of the House of Assembly	Reference: HOAMC Meeting: December 6, 2017
Issued To: 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.	Contact: Wanda Lee Mercer Chief Financial Officer 729-2923

BACKGROUND

On December 7, 2016, the Management Commission accepted recommendations 31-38 of the 2016 Members Compensation Review Committee (MCRC) Report with respect to severance for Members of the House of Assembly (CM 2016-062 to CM 2016-069 refer). On March 15, 2017, the Management Commission accepted recommendation 44 of the 2016 MCRC Report that the new severance provisions shall not apply to Members of the House of Assembly who were first-elected before November 30, 2015 (CM 2017-025 refers).

The attached policy approved by the Management Commission is a consolidation of severance provisions for Members of the House of Assembly. The provisions in effect for MHAs who were first-elected prior to November 30, 2015 are included under Section 4.0. The provisions applicable to those first-elected on or after November 30, 2015 are included in Section 5.0.

DIRECTIVE

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the Severance Policy for Members of the House of Assembly.

Sandra Barnes
Clerk of the House of Assembly



Appendix D

Rulings on Allowance Use



The following section outlines the details of rulings on allowance use that were issued under Section 24 of the *House of Assembly Accountability, Integrity and Administration Act* during the reporting period.

May 17, 2017:

The following approvals were reported to the Commission for expenditures that were in compliance with the *Members' Resources and Allowances Rules*, but not submitted for reimbursement within the 60-day timeframe:

- Member for Stephenville-Port au Port - \$288.79

November 8, 2017:

The following approvals were reported to the Commission for expenditures that were in compliance with the *Members' Resources and Allowances Rules*, but not submitted for reimbursement within the 60-day timeframe:

- Member for Lewisporte-Twillingate - \$171.73

CM 2017-063 The Commission approved the payment of expenses totaling \$300.00 for the Member for Bonavista, with the expenses to be paid within the appropriate allocation for the 2017-18 fiscal year.

CM 2017-064 The Commission rejected payment of advertising expenses totaling \$115.00 for the Member for Exploits.

February 1, 2018:

CM 2018-002 The Commission approved payment of expenses totaling \$979.32 for the Member for Lake Melville.

March 14, 2018

CM 2018-010 The Commission approved the payment of expenses totaling \$490.00 and \$1,333.40 for the Member for Lake Melville.



*HOUSE OF ASSEMBLY
NEWFOUNDLAND & LABRADOR*

Appendix E

Report of the Audit Committee



**House of Assembly
Newfoundland and Labrador**

**TENTH 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***

April 3rd, 2017

TENTH REPORT OF THE AUDIT COMMITTEE TO THE HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

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, pursuant to 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

Mark Browne, MHA, Chair
Alex Faseruk, Ph. D.
Gail Hamilton, F.C.P.A., F.C.A
Keith Hutchings, MHA
3. The Audit Committee has submitted nine reports and a Memo to the Commission regarding its activities. This Report, the tenth, covers the period August 30th, 2016 to March 28th, 2017 inclusive.
4. Since the last report the Committee has met four times: on August 30th, 2016, February 9th, February 28th, and March 28th, 2017
5. The Committee has held meetings with
 - the Auditor General (August 30th, 2016) and the Deputy Auditor General (March 28th, 2017);
 - representatives of *Grant Thornton* (August 30th, 2016);
 - the Clerk of the House of Assembly (August 30th, 2016, February 9th, February 28th and March 28th, 2017)

- the Comptroller General of Finance (August 30th, 2016 and March 28th, 2017) and
 - the Chief Financial Officer of the House of Assembly (August 30th, 2016).
6. The Committee reviewed with the Auditor General the audit plan for the audit of the House of Assembly and Statutory Offices for the fiscal year ended 31 March 2016.
 7. The Committee reviewed with the Auditor General the results of the audit of the Financial Statements of the House of Assembly and Statutory Offices and the Clerk's Management Certification for the financial year ended 31 March, 2016 and notes that the Auditor General reported that no significant findings had come to his attention.
 9. The Committee recommended to the Management Commission, pursuant to paragraph 23(7)(d) of the *House of Assembly Accountability, Integrity And Administration Act*, that the Commission approve and sign the financial statements of the House of Assembly for the fiscal year ended 31 March, 2016.
 10. The Committee discussed the management certification audit with representatives of Grant Thornton. The auditors informed the Committee that they had reported no significant findings.
 11. The Committee reviewed and approved without amendment the House of Assembly Employee Code of Conduct.
 12. The Committee carried out a self-assessment in compliance with subsection 8(1) of the Audit Committee Handbook.
 13. The Committee reviewed compliance by the Speaker and Members of the House of Assembly with recommendation 51 of the Report of the Members' Compensation Review Commission.

On behalf of the Committee I thank the officials with whom we met during the past fiscal year for their assistance to the Committee in fulfilling its mandate.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Mark Browne", written over a horizontal line.

Chair

April 3rd, 2017

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
NEWFOUNDLAND & LABRADOR*

Appendix F

Financial Information & Management Certification

31 March 2018

**HOUSE OF ASSEMBLY
AND ITS STATUTORY OFFICES**

**FINANCIAL INFORMATION
AND
MANAGEMENT CERTIFICATION**

MARCH 31, 2018

**HOUSE OF ASSEMBLY
AND ITS STATUTORY OFFICES**

FINANCIAL INFORMATION

MARCH 31, 2018



**AUDITOR
GENERAL**
of Newfoundland and Labrador

INDEPENDENT AUDITOR'S REPORT

To the Members of the House of Assembly Management Commission
Province of Newfoundland and Labrador

I have audited the financial information of the House of Assembly and its statutory offices (the Assembly), which comprises the schedule of assets and liabilities as at March 31, 2018, the schedule of expenditure and related revenue, the schedule of gross expenditure and unexpended balances for the year then ended and a summary of significant accounting policies and other explanatory information. The financial information has been prepared by management of the Assembly to comply with the requirements of the *House of Assembly Accountability, Integrity and Administration Act* (the *Act*).

I have also audited, in accordance with section 43(6)(b) of the *Act*, the expenses incurred by the Assembly to determine whether they were in accordance with the policies of the House of Assembly Management Commission and, where applicable, the policies of the Executive Branch of Government.

As well, I have audited in accordance with section 43(6)(c) of the *Act*, the assessment of the Clerk of the House of Assembly of the effectiveness of the internal controls of the Assembly as at March 31, 2018.

Management's Responsibility for the Financial Information

The management of the Assembly is responsible for the preparation of this financial information in accordance with the accounting policies disclosed in Note 1(a) and for such internal control as management determines is necessary to enable the preparation of financial information that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on this financial information based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial information is free from material misstatement.

Independent Auditor's Report (cont.)

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial information. The procedures selected depend on the judgment of the auditor, including the assessment of the risks of material misstatement of the financial information, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial information in order to design audit procedures that are appropriate in the circumstances, but not typically for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial information.

I believe that the audit evidence I have obtained in all areas of responsibility is sufficient and appropriate to provide a basis for my audit opinion.

The internal control over financial reporting by the Assembly is a process designed to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial information. The internal control over financial reporting by the Assembly includes those policies and procedures that: (1) pertain to the maintenance of records that, in reasonable detail, accurately and fairly reflect the transactions and dispositions of the assets of the Assembly; (2) provide reasonable assurance that transactions are recorded as necessary to permit preparation of financial information in accordance with the accounting policies disclosed in the financial information, and that receipts and expenditures of the Assembly are being made only in accordance with proper authorizations; and (3) provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use, or disposition of the assets of the Assembly that could have a material effect on the financial information.

Because of its inherent limitations, internal control over financial reporting may not prevent or detect misstatements. Also, projections of any evaluation of effectiveness to future periods are subject to the risk that controls may become inadequate because of changes in conditions, or that the degree of compliance with the policies or procedures may deteriorate.

Opinion

In my opinion, the financial information of the Assembly for the year ended March 31, 2018 is prepared, in all material respects, in accordance with the accounting policies disclosed in Note 1(a).

Also, in my opinion, the expenses incurred by the Assembly were in accordance with the policies of the House of Assembly Management Commission which were in place during the year and, where applicable, the policies of the Executive Branch of Government.

Independent Auditor's Report (cont.)

As well, in my opinion, the assessment of internal controls by the Clerk of the House of Assembly over financial reporting at the Assembly as at March 31, 2018, was fairly stated and the internal controls over financial reporting at the Assembly were operating effectively, in all material respects, as at that date.

Basis of Accounting and Restriction on Use

Without modifying my opinion, I draw attention to Note 1 (a) to the financial information, which describes the basis of accounting. The financial information is prepared solely to assist the House of Assembly Management Commission to comply with the requirements of the *House of Assembly Accountability, Integrity and Administration Act*. As a result, the financial information may not be suitable for another purpose. My report is intended solely for the use of the House of Assembly Management Commission and should not be used by anyone other than the specified user.



JULIA MULLALEY, CPA, CA
Auditor General

August 30, 2018
St. John's, Newfoundland and Labrador

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
 PROVINCE OF NEWFOUNDLAND AND LABRADOR
 SCHEDULE OF ASSETS AND LIABILITIES**

As at March 31

2018

2017

ASSETS

Cash held in trust (Note 2)	\$ 3,036	\$ 2,409
Accounts receivable (Note 3)	196,054	232,601
Prepaid expenses (Note 4)	88,046	74,638
Tangible capital assets (Note 5)	496,327	483,037
Total assets	\$ 783,463	\$ 792,685

LIABILITIES

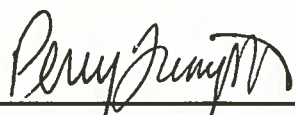
Accounts payable	\$ 12,942	\$ 17,207
Accrued payroll	446,656	470,077
Accrued paid and annual leave	2,287,387	2,173,328
Accrued overtime	55,220	61,925
Accrued sick leave	57,644	44,320
Accrued severance pay (Note 6)	3,638,648	3,889,271
Trust liability (Note 2)	3,036	2,409
Total liabilities	\$ 6,501,533	\$ 6,658,537

Pensions and Group Health and Life Insurance Benefits (Note 7)

Contractual obligations (Note 8)

See accompanying notes

Signed on behalf of the House of Assembly
 Management Commission:


 Chair of the House of Assembly
 Management Commission


 Member of the House of Assembly
 Management Commission

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended March 31

	2018	<u>Estimates</u>		2017
	Actual	Amended	Original	Actual
HOUSE OF ASSEMBLY				
Administrative Support				
Salaries	\$ 1,916,020	\$ 1,924,800	\$ 1,854,800	\$ 1,838,042
Employee benefits	3,660	4,500	4,500	6,802
Transportation and communications	46,742	61,300	61,300	45,772
Supplies	22,859	36,200	36,200	17,645
Professional services	56,240	71,100	71,100	72,050
Purchased services	36,851	62,000	62,000	36,352
Property, furnishings and equipment	49,281	86,800	92,500	30,198
	2,131,653	2,246,700	2,182,400	2,046,861
Revenue - Provincial	(625)	-	-	(207)
Total: Administrative Support	2,131,028	2,246,700	2,182,400	2,046,654
Legislative Library and Records Management				
Salaries	646,706	660,500	660,500	691,703
Employee benefits	1,907	2,000	900	559
Transportation and communications	4,511	8,400	10,200	5,117
Supplies	47,006	47,700	47,000	45,311
Purchased services	8,175	8,500	8,500	8,449
Total: Legislative Library and Records Management	708,305	727,100	727,100	751,139

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended March 31

	2018	<u>Estimates</u>		2017
	Actual	<u>Amended</u>	<u>Original</u>	Actual
HOUSE OF ASSEMBLY (cont.)				
Hansard and the Broadcast Centre				
Salaries	620,297	638,000	638,000	622,319
Employee benefits	600	600	600	2,100
Transportation and communications	10,258	11,300	7,300	4,018
Supplies	17,899	21,900	21,900	19,132
Purchased services	184,337	202,700	248,500	339,657
Property, furnishings and equipment	109,950	110,000	10,000	23,710
	943,341	984,500	926,300	1,010,936
Revenue - Provincial	-	-	-	(20,130)
Total: Hansard and the Broadcast Centre	943,341	984,500	926,300	990,806
Members' Resources				
Salaries	6,105,713	6,329,600	6,463,600	5,918,654
Transportation and communications	10	5,200	5,200	8,101
Professional services	-	-	-	132,419
Purchased services	1,675	10,000	10,000	61,475
Allowances and assistance	1,379,873	2,309,800	2,363,800	1,533,866
Grants and subsidies	1,426	1,500	1,500	1,208
	7,488,697	8,656,100	8,844,100	7,655,723
Revenue - Provincial	(41,990)	-	-	(38,407)
Total: Members' Resources	7,446,707	8,656,100	8,844,100	7,617,316

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended March 31

	2018 Actual	Estimates		2017 Actual
		Amended	Original	
HOUSE OF ASSEMBLY (cont.)				
House Operations				
Salaries	185,634	212,400	212,400	214,604
Employee benefits	9,099	9,100	5,900	4,150
Transportation and communications	58,671	122,500	125,700	38,342
Supplies	11,594	14,500	14,500	15,582
Professional services	720	3,900	3,900	960
Purchased services	27,879	31,500	31,500	135,378
Property, furnishings and equipment	834	1,700	1,700	42
Grants and subsidies	10,924	11,500	11,500	11,392
	305,355	407,100	407,100	420,450
Revenue - Provincial	-	-	-	(29,735)
Total: House Operations	305,355	407,100	407,100	390,715
Government Members' Caucus				
Salaries	590,762	591,000	567,200	480,719
Employee Benefits	-	1,700	1,700	-
Transportation and communications	17,898	19,000	23,000	15,078
Supplies	12,004	13,200	13,200	12,906
Purchased services	11,921	14,000	10,000	10,513
Property, furnishings and equipment	2,820	3,200	3,200	767
Grants and subsidies	41,356	41,400	41,400	40,542
Total: Government Members' Caucus	676,761	683,500	659,700	560,525

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended March 31

	2018 Actual	Estimates		2017 Actual
		Amended	Original	
HOUSE OF ASSEMBLY (cont.)				
Official Opposition Caucus				
Salaries	860,808	927,700	927,700	1,084,157
Employee benefits	1,702	2,500	2,500	662
Transportation and communications	19,966	75,900	75,900	15,727
Supplies	8,612	19,900	19,900	6,474
Purchased services	11,466	18,700	18,700	10,086
Property, furnishings and equipment	3,219	4,700	4,700	912
Grants and subsidies	11,409	11,500	11,500	11,133
Total: Official Opposition Caucus	917,182	1,060,900	1,060,900	1,129,151
Third Party Caucus				
Salaries	392,595	392,600	352,400	495,967
Employee benefits	-	1,000	1,000	-
Transportation and communications	6,981	9,300	13,600	6,777
Supplies	4,565	4,900	7,800	4,370
Purchased services	10,364	12,200	5,900	7,313
Property, furnishings and equipment	2,734	2,800	1,900	141
Grants and subsidies	11,409	11,500	11,500	11,133
Total: Third Party Caucus	428,648	434,300	394,100	525,701
TOTAL: HOUSE OF ASSEMBLY	13,557,327	15,200,200	15,201,700	14,012,007
OFFICE OF THE CHIEF ELECTORAL OFFICER				
Salaries	802,201	864,400	864,400	902,901
Employee benefits	3,374	4,500	4,500	1,346
Transportation and communications	29,911	41,800	46,900	23,564
Supplies	6,610	7,000	9,000	3,726
Professional services	19,537	27,000	33,000	35,355
Purchased services	159,003	159,100	146,000	141,302
Property, furnishings and equipment	6,052	7,000	7,000	4,538
Grants and subsidies	-	-	-	574,222
	1,026,688	1,110,800	1,110,800	1,686,954
Revenue (Provincial)	-	-	-	(187)
Total: Office of the Chief Electoral Officer	1,026,688	1,110,800	1,110,800	1,686,767

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended March 31

	2018 Actual	Estimates		2017 Actual
		Amended	Original	
OFFICE OF THE CITIZENS' REPRESENTATIVE				
Salaries	667,228	677,000	677,000	664,593
Employee benefits	3,847	8,000	8,000	4,477
Transportation and communications	14,280	34,800	34,800	11,682
Supplies	1,813	5,000	5,000	1,948
Professional services	-	12,000	12,000	-
Purchased services	67,093	85,400	85,400	60,679
Property, furnishings and equipment	1,749	4,000	4,000	2,424
Total: Office of the Citizens' Representative	756,010	826,200	826,200	745,803
OFFICE OF THE CHILD AND YOUTH ADVOCATE				
Salaries	1,087,316	1,150,100	1,150,100	1,221,867
Employee benefits	3,244	3,500	3,500	351
Transportation and communications	46,891	55,400	55,400	37,513
Supplies	4,942	6,000	6,000	4,963
Professional services	13,585	19,000	19,000	10,953
Purchased services	154,094	160,900	160,900	153,513
Property, furnishings and equipment	3,863	4,000	4,000	2,748
Total: Office of the Child and Youth Advocate	1,313,935	1,398,900	1,398,900	1,431,908

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended March 31**

	2018 Actual	Estimates		2017 Actual
		Amended	Original	
OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER				
Salaries	953,380	1,116,800	1,116,800	1,044,527
Employee benefits	4,252	6,500	6,500	3,099
Transportation and communications	25,214	30,500	32,800	24,009
Supplies	5,806	7,700	7,700	6,540
Professional services	43,881	50,000	50,000	29,912
Purchased services	121,307	122,400	122,400	118,622
Property, furnishings and equipment	3,264	3,300	1,000	6,297
	1,157,104	1,337,200	1,337,200	1,233,006
Revenue - Provincial	(895)	-	-	-
Total: Office of the Information and Privacy Commissioner	1,156,209	1,337,200	1,337,200	1,233,006
OFFICE OF THE SENIORS' ADVOCATE				
Salaries	76,992	384,000	386,400	-
Employee benefits	520	5,700	5,700	-
Transportation and communications	3,061	35,000	35,000	-
Supplies	2,692	6,800	6,800	-
Professional services	-	9,000	9,000	-
Purchased services	15,442	39,700	52,100	-
Property, furnishings and equipment	21,153	21,300	5,000	-
Total: Office of the Seniors' Advocate	119,860	501,500	500,000	-
TOTAL: HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES	\$ 17,930,029	\$ 20,374,800	\$ 20,374,800	\$ 19,109,491

See accompanying notes

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
 PROVINCE OF NEWFOUNDLAND AND LABRADOR
 SCHEDULE OF GROSS EXPENDITURE AND UNEXPENDED BALANCES
 For the Year Ended March 31**

	2018	2017
Original estimates (net)	\$ 20,374,800	\$ 21,024,000
Add transfers of estimates	-	-
Add back revenues estimates net of transfers and statutory payments	-	54,300
Original estimates of expenditure	20,374,800	21,078,300
Total appropriation	20,374,800	21,078,300
Total net expenditure	17,930,029	19,109,491
Add: revenue	43,510	88,666
Total gross expenditure	17,973,539	19,198,157
Unexpended balance of appropriation	\$ 2,401,261	\$ 1,880,143

See accompanying notes

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2018

Authority, nature of operations and basis of consolidation

The House of Assembly of Newfoundland and Labrador consists of 40 Members each of whom has been elected by the voters in the Provincial district which they represent. The House of Assembly in conjunction with the Lieutenant-Governor is known as the Legislature and its main role is to be the official law maker for all Provincial legislation. The Assembly debates draft legislation, estimates etc. and approves legislation or amendments for signature by the Lieutenant-Governor (Royal Assent).

This financial information reflects the financial operations of the House of Assembly and its Statutory Offices, as defined by the *House of Assembly Accountability, Integrity and Administration Act* (the Act). This financial information does not include the financial information of the Office of the Auditor General, which is another Statutory Office of the House of Assembly. The financial information of the Office of the Auditor General is audited by an independent firm of public accountants and presented under separate cover.

1. Summary of significant accounting policies

(a) Basis of Presentation

The Schedule of Assets and Liabilities has been prepared on the accrual basis of accounting, consistent with the basis of accounting used in the preparation of the Consolidated Summary Financial Statements of the Province of Newfoundland and Labrador.

The Schedule of Expenditure and Related Revenue and the Schedule of Gross Expenditure and Unexpended Balances have been prepared on the modified cash basis of accounting, consistent with the basis of accounting in the preparation of the Report on the Program Expenditures and Revenues of the Consolidated Revenue Fund. In addition to the actual expenditure and related revenue for the year, for information purposes, the Schedule of Expenditure and Related Revenue includes the original and amended estimates for the House of Assembly and its Statutory Offices.

The accounting policies are also consistent with those used in the preparation of the Consolidated Summary Financial Statements of the Province of Newfoundland and Labrador except that this financial information does not include a provision for non-vesting severance benefits.

(b) Measurement Uncertainty

The preparation of financial information in conformity with the policies described in Note 1(a) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the Schedule of Assets and Liabilities. Items requiring the use of significant estimates include the allowance for doubtful accounts, the provision for accrued sick leave and the useful lives of tangible capital assets.

Estimates are based on the best information available at the time of preparation of the financial information and are reviewed annually to reflect new information as it becomes available. Measurement uncertainty exists in this financial information. Actual results could differ from these estimates.

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2018

2. Cash held in trust

The \$3,036 (2017 - \$2,409) of cash held in trust is held by the Office of the Chief Electoral Officer. There is a corresponding liability for this amount. These monies, including nomination fees, were deposited by candidates in General Elections and in by-elections from funds provided to the candidates in support of their respective election campaigns.

Candidates' nomination fees of \$200 per candidate are held until candidates file papers to have these fees reimbursed. Excess funds that exceed the campaign limits per the *Elections Act, 1991* are held in trust until the next Provincial general election.

3. Accounts receivable

	<u>2018</u>	<u>2017</u>
Due from Judgment Enforcements		
- former Members of the House of Assembly	\$ 190,981	\$ 228,567
Other amounts due from Judgment Enforcements	2,788,712	2,787,195
Miscellaneous amounts	5,073	4,034
	2,984,766	3,019,796
Less: allowance for doubtful accounts	(2,788,712)	(2,787,195)
Total accounts receivable	\$ 196,054	\$ 232,601

The accounts receivable and the related allowance for doubtful accounts for amounts due from Judgment Enforcements - former Members of the House of Assembly and Other amounts due from Judgment Enforcements were provided by the Office of the Comptroller General.

4. Prepaid expenses

	<u>2018</u>	<u>2017</u>
Prepaid expenses consists of:		
Memberships and subscriptions	\$ 54,323	\$ 48,760
Training and development	11,081	-
Travel and other	22,642	25,878
Total prepaid expenses	\$ 88,046	\$ 74,638

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2018

5. Tangible capital assets

	<u>Furniture and Equipment</u>
Cost	
Balance, March 31, 2017	\$ 1,358,714
Additions	118,500
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Balance, March 31, 2018	1,477,214
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Accumulated amortization	
Balance, March 31, 2017	875,677
Amortization expense	105,210
<hr/>	
Balance, March 31, 2018	980,887
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Net book value, March 31, 2018	\$ 496,327
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Net book value, March 31, 2017	\$ 483,037
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These assets are amortized over a 10 year period.

6. Accrued severance pay

The liability for severance pay in the amount of \$3,638,648 (2017 - \$3,889,271) is reported on the accrual basis of accounting on the Schedule of Assets and Liabilities and is calculated based on years of service and current salary levels.

Members of the House of Assembly are eligible for severance pay when they cease to be Members. Severance pay for Members is based on one month's basic indemnity for each year of service and is prorated for part of the years' service. Minimum severance for Members is three months' pay, while maximum is twelve months' pay. This applies to Members elected on or before November 29, 2015.

Members elected on or after November 30, 2015 must serve at least 3 years in order to be eligible for severance. Any Member who is disqualified from being a Member pursuant to Part V of the *Act* other than the failure to be re-elected or the resignation of his/her seat, is not eligible to receive severance. If a Member's service ends prior to the end of an Assembly, the severance will be pro-rated for the years of service.

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2018

6. Accrued severance pay (cont.)

Severance pay for political support staff is based on the nature of the termination of employment. Entitlement to severance pay vests with one year or more of uninterrupted service. No provision has been made in this financial information for severance pay for political support staff with less than one year of uninterrupted service. Political support staff who have their employment terminated are entitled to severance pay equal to one month's salary for each complete year of continuous service. Minimum severance is three months' pay, while maximum is twelve months' pay. Political support staff who voluntarily resign their positions are entitled to one week's pay for each year of service up to a maximum of twenty weeks.

Severance pay vests with other employees after nine years of continuous service, and accordingly no provision has been made in this financial information for employees who have less than nine years of continuous service. Severance pay, at the rate of one week's pay for each year of service up to a maximum of twenty weeks' pay, is payable when the employee ceases employment with the Province.

On May 31, 2018, the Province of Newfoundland and Labrador enacted legislation affecting severance pay for executives, managers, non-management/non-union employees, House of Assembly service employees and Statutory Officers and their non-bargaining office staff as outlined in Note 10.

7. Pensions and Group Health and Life Insurance Benefits

Members participate in the Members of the House of Assembly Pension Plan (MHA Pension Plan), as defined by the *Members of the House of Assembly Retiring Allowances Act*. Members who were contributing to another private or employer related pension plan may opt out of the MHA Pension Plan for their first General Assembly provided the decision is made prior to the first payment of salary. The Members are required to participate in the MHA Pension Plan upon subsequent re-election.

The staff of the House of Assembly and Statutory Offices participate in the Public Service Pension Plan (PSPP), as defined by the *Public Service Pension Act, 1991* (the *Act*), or the Government Money Purchase Pension Plan (GMPP).

Amounts are paid out of the Consolidated Revenue Fund (CRF) to match the pension contributions of Members and staff who participate in the PSPP or the MHA Pension Plan. Amounts are also paid out of the CRF to generally match the pension contributions of staff who participate in the GMPP. These amounts are costs of the Province of Newfoundland and Labrador and are not reflected in this financial information.

Provident¹⁰ is the corporation which administers the PSPP, including payments of pension benefits to retired employees whom the *Act* applies. All PSPP contributions are remitted to Provident¹⁰.

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2018

7. Pensions and Group Health and Life Insurance Benefits (cont.)

Under the *Pensions Funding Act*, the Province is responsible for liabilities for the cost of future pensions in excess of the contributions made by Members of the MHA Pension Plan and the CRF. Any unfunded pension liabilities relating to the Members of the House of Assembly are liabilities of the Province and are not reflected in this financial information.

All retired employees and Members of the Legislature who participate in the MHA Pension Plan or the PSPP are eligible to participate in the Province's Group Health and Life Insurance Program. Amounts are paid out of the CRF to match the amounts deducted from those who participate in this program. These amounts are costs of the Province of Newfoundland and Labrador and are not reflected in this financial information.

The Province is responsible for any liability relating to the group health and life insurance program. Any unfunded liabilities relating to the Members or staff of the House of Assembly and its Statutory Offices are liabilities of the Province and are not reflected in this financial information.

Details regarding the MHA Pension Plan, the PSPP, the GMPP and the Group, Health and Life Insurance Program are outlined in the Public Accounts of the Province of Newfoundland and Labrador.

8. Contractual Obligations

The House of Assembly and its Statutory Offices have outstanding contractual obligations in the amount of \$1,104,787 relating to the lease of office accommodations. The schedule of payments related to these leases for the next five years is as follows:

2019	\$ 524,190
2020	373,554
2021	192,911
2022	14,132
2023	<u>-</u>
	<u>\$ 1,104,787</u>

9. Income taxes

The House of Assembly and its Statutory Offices are not subject to Provincial or Federal income taxes.

**HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
March 31, 2018**

10. Subsequent event

On May 31, 2018, the Province of Newfoundland and Labrador enacted legislation affecting severance pay for executives, managers, non-management/non-union employees, House of Assembly service employees and Statutory Officers and their non-bargaining office staff. Effective June 1, 2018, these non-union employees with at least one year of continuous service will be entitled to one week of salary for each complete year of service to a maximum of 20 weeks. The value of severance will be based on an employee's rate of pay as of May 31, 2018, and no additional severance will accrue beyond May 31, 2018. Employees may elect to receive all of their entitlement by March 31, 2019, or they may defer receiving their entitlement to a later date. The Assembly is assessing the effect that the legislation will have on its severance liability for its executive, managers, non-management/non-union employees, House of Assembly service employees and Statutory Officers and their non-bargaining office staff.

**HOUSE OF ASSEMBLY
AND ITS STATUTORY OFFICES
MANAGEMENT CERTIFICATION**

MARCH 31, 2018



**MANAGEMENT CERTIFICATION
HOUSE OF ASSEMBLY – MARCH 31, 2018**

Pursuant to Paragraph 28(3)(l) of the *House of Assembly Accountability, Integrity and Administration Act*,

I, **Sandra Barnes**, Clerk of the House of Assembly of Newfoundland and Labrador, certify that:

1. I have reviewed the financial information of the House of Assembly and Statutory Offices, as defined in the *House of Assembly Accountability, Integrity and Administration Act*, for the period ending March 31, 2018;
2. Based on my knowledge, the financial information does not contain any untrue statement of a material fact or omit to state a material fact required to be stated or that is necessary to make a statement not misleading in light of the circumstances under which it was made, with respect to the period covered by the financial information;
3. Based on my knowledge, the annual financial information presents in all material respects the results of transactions at the House of Assembly and Statutory Offices as defined in the *House of Assembly Accountability, Integrity and Administration Act*, as of the date and for the periods presented;
4. I am responsible for establishing and maintaining disclosure controls and procedures and internal control over financial reporting for the House of Assembly and Statutory Offices as defined in the *House of Assembly Accountability, Integrity and Administration Act*, and I have:
 - (a) designed such disclosure controls and procedures, or caused them to be designed under my supervision, to provide reasonable assurance that material information relating to the House of Assembly and Statutory Offices, as defined in the *House of Assembly Accountability, Integrity and Administration Act*, is made known to me by others, particularly during the period in which the financial information is being prepared;
 - (b) designed such internal control over financial reporting, or caused it to be designed under my supervision, to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial information in accordance with the required policies;
 - (c) evaluated the effectiveness of the disclosure controls and procedures as of March 31, 2018 and am satisfied with the effectiveness based on such evaluation; and
 - (d) evaluated the effectiveness of the internal control over financial reporting as of March 31, 2018 and am satisfied with the effectiveness based on such evaluation.


Clerk of the House of Assembly

2018-05-30
Date



Appendix G

Members' Salaries, Allowances & Expenses



I certify that the amounts of salaries, allowances and expenses reflected in the report in **Appendix G** as having been paid to or for each Member of the House of Assembly are consistent with the amounts recorded by the Comptroller General and reflected in the Public Accounts of the Province.

I certify that I have reviewed the accounts of Members as contained in **Appendix G** and they are an accurate reflection of the transactions related to those accounts for the 2017-2018 fiscal year.

A handwritten signature in blue ink that reads "Sandra Barnes".

Sandra Barnes
Clerk of the House of Assembly and
Secretary to the Commission



Report 1 – Compensation Paid to Members by the House of Assembly

This report covers the period from April 1, 2017 to March 31, 2018.

The total salaries and other payments were in accordance with the amounts established under the *House of Assembly Accountability, Integrity and Administration Act*.

Compensation Paid to Members by the House of Assembly
April 1, 2017 to March 31, 2018

Member	Member Base Salary (Note 1)	Office Holder Salary (Note 2)	Other (Note 3)	Total
Ball, Dwight	95,357	0	0	95,357
Bennett, Cathy	95,357	0	0	95,357
Bennett, Derrick	95,357	0	0	95,357
Bragg, Derrick	95,357	9,332	0	104,689
Brazil, David	95,357	12,207	2,400	109,964
Browne, Mark	95,357	0	0	95,357
Byrne, Gerry	95,357	0	0	95,357
Coady, Siobhan	95,357	0	0	95,357
Crocker, Steve	94,957	0	0	94,957
David, Bernard	95,357	0	0	95,357
Davis, Paul	95,357	48,831	8,387	152,575
Dean, Jerry	95,357	0	0	95,357
Dempster, Lisa	95,357	5,137	0	100,494
Edmunds, Randy	95,357	416	0	95,773
Finn, John	95,357	0	9,790	105,147
Gambin Walsh, Sherry	95,357	0	0	95,357
Haggie, John	95,357	0	0	95,357
Haley, Carol Anne	95,357	416	0	95,773
Hawkins, Allan	95,357	0	0	95,357
Holloway, Colin	95,357	0	0	95,357
Hutchings, Keith	95,357	24,413	0	119,770
Joyce, Eddie	95,357	0	9,790	105,147
Kent, Steve	53,546	568	64,784	118,898
King, Neil	95,357	0	0	95,357
Kirby, Dale	95,357	0	0	95,357
Lane, Paul	94,757	0	0	94,757
Lester, James	31,541	0	0	31,541
Letto, Graham	95,357	0	0	95,357
Michael, Lorraine	95,357	17,822	4,000	117,179
Mitchelmore, Christopher	95,357	0	0	95,357
Osborne, Tom	95,357	18,884	3,302	117,543
Parsley, Elizabeth	95,357	0	0	95,357
Parsons, Andrew	95,357	0	0	95,357
Parsons, Kevin	95,357	416	2,400	98,173
Parsons, Pam	95,357	0	0	95,357
Perry, Tracey	95,357	416	0	95,773
Petten, Barry	95,357	0	2,400	97,757
Reid, Scott	95,357	0	0	95,357
Rogers, Gerry	95,357	416	0	95,773
Trimper, Perry	95,357	29,948	4,923	130,228
Warr, Brian	95,357	7,903	9,790	113,050
Totals	3,803,010	177,125	121,966	4,102,101

Note 1: Paid in accordance with the amounts established under section 11 of the *House of Assembly Accountability, Integrity and Administration Act* .

Note 2: Paid in accordance with the amounts established under section 12 of the *House of Assembly Accountability, Integrity and Administration Act* .

Note 3: Includes payments for car allowances, gas, housing allowance and severance



Report 2 – Member Accountability and Disclosure Reports

This report covers the period from April 1, 2017 to March 31, 2018. The column entitled “Expenditures Processed to Date” details all of the expenditures for the reporting period.

These expenditures are authorized under the *Members’ Resources and Allowances Rules*.



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

BALL, DWIGHT, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	12,300.00	10,282.82	10,282.82	2,017.18	83.6%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	5,543.55	5,543.55	4,891.45	53.1%
Total Office Allowances		15,826.37	15,826.37		
Operational Resources					
Operational Resources	--	6,453.60	6,453.60	--	--
Total Operational Resources		6,453.60	6,453.60		
Travel & Living Allowances					
House in Session	--	7,833.48	7,833.48	--	--
House Not in Session	--	697.31	697.31	--	--
Intra & Extra-Constituency Travel	10,957.00	249.72	249.72	10,707.28	2.3%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		8,780.51	8,780.51		
Constituency Allowance					
Constituency Allowance	2,609.00	76.89	76.89	2,532.11	2.9%
Total Constituency Allowance		76.89	76.89		
Total Expenditures		31,137.37	31,137.37		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

Warr, Brian, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	9,987.00	9,987.00	9,987.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	339.00	0.00	0.00	339.00	0.0%
Office Operations	10,435.00	1,205.27	1,205.27	9,229.73	11.6%
Total Office Allowances		11,192.27	11,192.27		
Operational Resources					
Operational Resources	--	6,888.33	6,888.33	--	--
Total Operational Resources		6,888.33	6,888.33		
Travel & Living Allowances					
House in Session	--	8,491.37	8,491.37	--	--
House Not in Session	--	4,012.95	4,012.95	--	--
Intra & Extra-Constituency Travel	10,957.00	6,598.81	6,598.81	4,358.19	60.2%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		19,103.13	19,103.13		
Constituency Allowance					
Constituency Allowance	2,609.00	942.81	942.81	1,666.19	36.1%
Total Constituency Allowance		942.81	942.81		
Total Expenditures					
		38,126.54	38,126.54		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

Trimper, Perry, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	574.00	0.00	0.00	574.00	0.0%
Office Operations	10,435.00	3,580.11	3,580.11	6,854.89	34.3%
Total Office Allowances		3,580.11	3,580.11		
Operational Resources					
Operational Resources	--	4,118.66	4,118.66	--	--
Total Operational Resources		4,118.66	4,118.66		
Travel & Living Allowances					
House in Session	--	21,474.84	21,474.84	--	--
House Not in Session	--	251.62	251.62	--	--
Intra & Extra-Constituency Travel	6,957.00	2,360.14	2,360.14	4,596.86	33.9%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		24,086.60	24,086.60		
Constituency Allowance					
Constituency Allowance	2,609.00	2,184.65	2,184.65	424.35	83.7%
Total Constituency Allowance		2,184.65	2,184.65		
Total Expenditures					
		33,970.02	33,970.02		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

ROGERS, GERRY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	2,870.87	2,870.87	7,564.13	27.5%
Total Office Allowances		2,870.87	2,870.87		
Operational Resources					
Operational Resources	--	3,656.76	3,656.76	--	--
Total Operational Resources		3,656.76	3,656.76		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	2,555.26	2,555.26	2,661.74	49.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		2,555.26	2,555.26		
Constituency Allowance					
Constituency Allowance	2,609.00	1,210.84	1,210.84	1,398.16	46.4%
Total Constituency Allowance		1,210.84	1,210.84		
Total Expenditures					
		10,293.73	10,293.73		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

REID, SCOTT, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	10,422.95	10,422.95	12.05	99.9%
Total Office Allowances		10,422.95	10,422.95		
Operational Resources					
Operational Resources	--	7,041.38	7,041.38	--	--
Total Operational Resources		7,041.38	7,041.38		
Travel & Living Allowances					
House in Session	--	17,129.18	17,129.18	--	--
House Not in Session	--	7,209.63	7,209.63	--	--
Intra & Extra-Constituency Travel	7,304.00	7,217.85	7,217.85	86.15	98.8%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		31,556.66	31,556.66		
Constituency Allowance					
Constituency Allowance	2,609.00	1,129.13	1,129.13	1,479.87	43.3%
Total Constituency Allowance		1,129.13	1,129.13		
Total Expenditures					
		50,150.12	50,150.12		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

Petten, Barry, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	14,280.00	14,280.00	14,280.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	266.00	0.00	0.00	266.00	0.0%
Office Operations	10,435.00	9,736.76	9,736.76	698.24	93.3%
Total Office Allowances		24,016.76	24,016.76		
Operational Resources					
Operational Resources	--	9,547.17	9,547.17	--	--
Total Operational Resources		9,547.17	9,547.17		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	2,904.00	0.00	0.00	2,904.00	0.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,609.00	808.04	808.04	1,800.96	31.0%
Total Constituency Allowance		808.04	808.04		
Total Expenditures		34,371.97	34,371.97		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

PERRY, TRACEY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	9,492.00	9,492.00	9,492.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	7,061.39	7,061.39	3,373.61	67.7%
Total Office Allowances		16,553.39	16,553.39		
Operational Resources					
Operational Resources	--	6,853.49	6,853.49	--	--
Total Operational Resources		6,853.49	6,853.49		
Travel & Living Allowances					
House in Session	--	21,099.96	21,099.96	--	--
House Not in Session	--	327.41	327.41	--	--
Intra & Extra-Constituency Travel	14,174.00	3,473.78	3,473.78	10,700.22	24.5%
Helicopter Travel	21,391.00	0.00	0.00	21,391.00	0.0%
Total Travel & Living Allowances		24,901.15	24,901.15		
Constituency Allowance					
Constituency Allowance	2,609.00	530.67	530.67	2,078.33	20.3%
Total Constituency Allowance		530.67	530.67		
Total Expenditures					
		48,838.70	48,838.70		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

Parsons, Pam, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	11,314.00	11,313.48	11,313.48	0.52	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	182.00	0.00	0.00	182.00	0.0%
Office Operations	10,435.00	3,492.45	3,492.45	6,942.55	33.5%
Total Office Allowances		14,805.93	14,805.93		
Operational Resources					
Operational Resources	--	5,197.53	5,197.53	--	--
Total Operational Resources		5,197.53	5,197.53		
Travel & Living Allowances					
House in Session	--	8,854.93	8,854.93	--	--
House Not in Session	--	4,288.26	4,288.26	--	--
Intra & Extra-Constituency Travel	6,696.00	3,069.40	3,069.40	3,626.60	45.8%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		16,212.59	16,212.59		
Constituency Allowance					
Constituency Allowance	2,609.00	235.09	235.09	2,373.91	9.0%
Total Constituency Allowance		235.09	235.09		
Total Expenditures					
		36,451.14	36,451.14		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

PARSONS, KEVIN, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	3,941.09	3,941.09	6,493.91	37.8%
Total Office Allowances		3,941.09	3,941.09		
Operational Resources					
Operational Resources	--	2,564.80	2,564.80	--	--
Total Operational Resources		2,564.80	2,564.80		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	3,861.00	0.00	0.00	3,861.00	0.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,609.00	0.00	0.00	2,609.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures					
		6,505.89	6,505.89		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

PARSONS, ANDREW, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	13,200.00	12,000.00	12,000.00	1,200.00	90.9%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	4,100.00	4,100.00	6,335.00	39.3%
Total Office Allowances		16,100.00	16,100.00		
Operational Resources					
Operational Resources	--	8,480.46	8,480.46	--	--
Total Operational Resources		8,480.46	8,480.46		
Travel & Living Allowances					
House in Session	--	26,710.49	26,710.49	--	--
House Not in Session	--	1,738.15	1,738.15	--	--
Intra & Extra-Constituency Travel	9,826.00	5,102.09	5,102.09	4,723.91	51.9%
Helicopter Travel	18,261.00	0.00	0.00	18,261.00	0.0%
Total Travel & Living Allowances		33,550.73	33,550.73		
Constituency Allowance					
Constituency Allowance	2,609.00	114.29	114.29	2,494.71	4.4%
Total Constituency Allowance		114.29	114.29		
Total Expenditures					
		58,245.48	58,245.48		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

Parsley, Betty, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	19,800.00	19,800.00	19,800.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	837.00	0.00	0.00	837.00	0.0%
Office Operations	10,435.00	6,637.58	6,637.58	3,797.42	63.6%
Total Office Allowances		26,437.58	26,437.58		
Operational Resources					
Operational Resources	--	5,946.31	5,946.31	--	--
Total Operational Resources		5,946.31	5,946.31		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	6,609.00	6,522.12	6,522.12	86.88	98.7%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		6,522.12	6,522.12		
Constituency Allowance					
Constituency Allowance	2,609.00	730.78	730.78	1,878.22	28.0%
Total Constituency Allowance		730.78	730.78		
Total Expenditures					
		39,636.79	39,636.79		

---- End of Report ----



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OSBORNE, TOM, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	1,153.21	1,153.21	9,281.79	11.1%
Total Office Allowances		1,153.21	1,153.21		
Operational Resources					
Operational Resources	--	2,234.30	2,234.30	--	--
Total Operational Resources		2,234.30	2,234.30		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	0.00	0.00	5,217.00	0.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,609.00	429.23	429.23	2,179.77	16.5%
Total Constituency Allowance		429.23	429.23		
Total Expenditures					
		3,816.74	3,816.74		

---- End of Report ----



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01-Apr-17 to 31-Mar-18

MITCHELMORE, CHRISTOPHER, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	6,631.88	6,631.88	3,803.12	63.6%
Total Office Allowances		6,631.88	6,631.88		
Operational Resources					
Operational Resources	--	5,286.30	5,286.30	--	--
Total Operational Resources		5,286.30	5,286.30		
Travel & Living Allowances					
House in Session	--	21,864.55	21,864.55	--	--
House Not in Session	--	318.97	318.97	--	--
Intra & Extra-Constituency Travel	10,609.00	7,972.12	7,972.12	2,636.88	75.1%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		30,155.64	30,155.64		
Constituency Allowance					
Constituency Allowance	2,609.00	400.42	400.42	2,208.58	15.3%
Total Constituency Allowance		400.42	400.42		
Total Expenditures					
		42,474.24	42,474.24		

---- End of Report ----



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MICHAEL, LORRAINE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	5,019.66	5,019.66	5,415.34	48.1%
Total Office Allowances		5,019.66	5,019.66		
Operational Resources					
Operational Resources	--	1,710.43	1,710.43	--	--
Total Operational Resources		1,710.43	1,710.43		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	310.25	310.25	4,906.75	5.9%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		310.25	310.25		
Constituency Allowance					
Constituency Allowance	2,609.00	1,234.71	1,234.71	1,374.29	47.3%
Total Constituency Allowance		1,234.71	1,234.71		
Total Expenditures					
		8,275.05	8,275.05		

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Letto, Graham, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	14,400.00	0.00	0.00	14,400.00	0.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	636.00	0.00	0.00	636.00	0.0%
Office Operations	10,435.00	3,491.92	3,491.92	6,943.08	33.5%
Total Office Allowances		3,491.92	3,491.92		
Operational Resources					
Operational Resources	--	4,468.09	4,468.09	--	--
Total Operational Resources		4,468.09	4,468.09		
Travel & Living Allowances					
House in Session	--	12,508.39	12,508.39	--	--
House Not in Session	--	33,563.64	33,563.64	--	--
Intra & Extra-Constituency Travel	5,739.00	4,701.96	4,701.96	1,037.04	81.9%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		50,773.99	50,773.99		
Constituency Allowance					
Constituency Allowance	2,609.00	2,444.31	2,444.31	164.69	93.7%
Total Constituency Allowance		2,444.31	2,444.31		
Total Expenditures					
		61,178.31	61,178.31		

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LESTER, JIM, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	870.00	225.50	225.50	644.50	25.9%
Office Operations	3,746.00	2,627.66	2,627.66	1,118.34	70.1%
Total Office Allowances		2,853.16	2,853.16		
Operational Resources					
Operational Resources	--	1,683.62	1,683.62	--	--
Total Operational Resources		1,683.62	1,683.62		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	1,873.00	0.00	0.00	1,873.00	0.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	937.00	0.00	0.00	937.00	0.0%
Total Constituency Allowance		0.00	0.00		
Total Expenditures		4,536.78	4,536.78		

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LANE, PAUL, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	10,386.69	10,386.69	48.31	99.5%
Total Office Allowances		10,386.69	10,386.69		
Operational Resources					
Operational Resources	--	2,568.83	2,568.83	--	--
Total Operational Resources		2,568.83	2,568.83		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	2,650.71	2,650.71	2,566.29	50.8%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		2,650.71	2,650.71		
Constituency Allowance					
Constituency Allowance	2,609.00	812.70	812.70	1,796.30	31.1%
Total Constituency Allowance		812.70	812.70		
Total Expenditures					
		16,418.93	16,418.93		

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KIRBY, DALE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	4,866.97	4,866.97	5,568.03	46.6%
Total Office Allowances		4,866.97	4,866.97		
Operational Resources					
Operational Resources	--	3,007.58	3,007.58	--	--
Total Operational Resources		3,007.58	3,007.58		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	0.00	0.00	5,217.00	0.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,609.00	2,528.68	2,528.68	80.32	96.9%
Total Constituency Allowance		2,528.68	2,528.68		
Total Expenditures					
		10,403.23	10,403.23		

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King, Neil, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	17,820.00	17,820.00	17,820.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	653.00	0.00	0.00	653.00	0.0%
Office Operations	10,435.00	6,683.03	6,683.03	3,751.97	64.0%
Total Office Allowances		24,503.03	24,503.03		
Operational Resources					
Operational Resources	--	5,228.71	5,228.71	--	--
Total Operational Resources		5,228.71	5,228.71		
Travel & Living Allowances					
House in Session	--	15,721.68	15,721.68	--	--
House Not in Session	--	12,186.77	12,186.77	--	--
Intra & Extra-Constituency Travel	9,739.00	7,028.47	7,028.47	2,710.53	72.2%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		34,936.92	34,936.92		
Constituency Allowance					
Constituency Allowance	2,609.00	1,033.34	1,033.34	1,575.66	39.6%
Total Constituency Allowance		1,033.34	1,033.34		
Total Expenditures					
		65,702.00	65,702.00		

---- End of Report ----



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KENT, STEVE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	1,111.23	1,111.23	9,323.77	10.6%
Total Office Allowances		1,111.23	1,111.23		
Operational Resources					
Operational Resources	--	2,067.54	2,067.54	--	--
Total Operational Resources		2,067.54	2,067.54		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	0.00	0.00	5,217.00	0.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,609.00	59.00	59.00	2,550.00	2.3%
Total Constituency Allowance		59.00	59.00		
Total Expenditures		3,237.77	3,237.77		

---- End of Report ----



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JOYCE, EDDIE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	7,626.37	7,626.37	2,808.63	73.1%
Total Office Allowances		7,626.37	7,626.37		
Operational Resources					
Operational Resources	--	4,382.22	4,382.22	--	--
Total Operational Resources		4,382.22	4,382.22		
Travel & Living Allowances					
House in Session	--	16,211.56	16,211.56	--	--
House Not in Session	--	204.91	204.91	--	--
Intra & Extra-Constituency Travel	10,870.00	4,823.82	4,823.82	6,046.18	44.4%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		21,240.29	21,240.29		
Constituency Allowance					
Constituency Allowance	2,609.00	174.04	174.04	2,434.96	6.7%
Total Constituency Allowance		174.04	174.04		
Total Expenditures					
		33,422.92	33,422.92		

---- End of Report ----



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HUTCHINGS, KEITH, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	2,884.80	2,884.80	7,550.20	27.6%
Total Office Allowances		2,884.80	2,884.80		
Operational Resources					
Operational Resources	--	4,013.38	4,013.38	--	--
Total Operational Resources		4,013.38	4,013.38		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	487.45	487.45	--	--
Intra & Extra-Constituency Travel	8,783.00	6,985.48	6,985.48	1,797.52	79.5%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		7,472.93	7,472.93		
Constituency Allowance					
Constituency Allowance	2,609.00	550.00	550.00	2,059.00	21.1%
Total Constituency Allowance		550.00	550.00		
Total Expenditures					
		14,921.11	14,921.11		

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Holloway, Colin, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	10,960.00	10,959.96	10,959.96	0.04	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	252.00	99.55	99.55	152.45	39.5%
Office Operations	10,435.00	5,229.74	5,229.74	5,205.26	50.1%
Total Office Allowances		16,289.25	16,289.25		
Operational Resources					
Operational Resources	--	4,982.98	4,982.98	--	--
Total Operational Resources		4,982.98	4,982.98		
Travel & Living Allowances					
House in Session	--	9,752.10	9,752.10	--	--
House Not in Session	--	3,391.89	3,391.89	--	--
Intra & Extra-Constituency Travel	11,043.00	9,262.60	9,262.60	1,780.40	83.9%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		22,406.59	22,406.59		
Constituency Allowance					
Constituency Allowance	2,609.00	799.79	799.79	1,809.21	30.7%
Total Constituency Allowance		799.79	799.79		
Total Expenditures					
		44,478.61	44,478.61		

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Hawkins, Allan, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	870.00	0.00	0.00	870.00	0.0%
Office Operations	10,435.00	5,287.88	5,287.88	5,147.12	50.7%
Total Office Allowances		5,287.88	5,287.88		
Operational Resources					
Operational Resources	--	6,148.38	6,148.38	--	--
Total Operational Resources		6,148.38	6,148.38		
Travel & Living Allowances					
House in Session	--	13,944.31	13,944.31	--	--
House Not in Session	--	78.95	78.95	--	--
Intra & Extra-Constituency Travel	7,913.00	5,937.33	5,937.33	1,975.67	75.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		19,960.59	19,960.59		
Constituency Allowance					
Constituency Allowance	2,609.00	669.82	669.82	1,939.18	25.7%
Total Constituency Allowance		669.82	669.82		
Total Expenditures					
		32,066.67	32,066.67		

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Haley, Carol Anne, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	15,545.00	15,544.32	15,544.32	0.68	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	676.00	0.00	0.00	676.00	0.0%
Office Operations	10,435.00	3,463.69	3,463.69	6,971.31	33.2%
Total Office Allowances		19,008.01	19,008.01		
Operational Resources					
Operational Resources	--	6,523.95	6,523.95	--	--
Total Operational Resources		6,523.95	6,523.95		
Travel & Living Allowances					
House in Session	--	15,339.65	15,339.65	--	--
House Not in Session	--	12,261.95	12,261.95	--	--
Intra & Extra-Constituency Travel	11,043.00	8,761.48	8,761.48	2,281.52	79.3%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		36,363.08	36,363.08		
Constituency Allowance					
Constituency Allowance	2,609.00	1,197.62	1,197.62	1,411.38	45.9%
Total Constituency Allowance		1,197.62	1,197.62		
Total Expenditures					
		63,092.66	63,092.66		

---- End of Report ----



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Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

Haggie, John, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	4,117.46	4,117.46	6,317.54	39.5%
Total Office Allowances		4,117.46	4,117.46		
Operational Resources					
Operational Resources	--	5,104.26	5,104.26	--	--
Total Operational Resources		5,104.26	5,104.26		
Travel & Living Allowances					
House in Session	--	15,406.79	15,406.79	--	--
House Not in Session	--	1,060.88	1,060.88	--	--
Intra & Extra-Constituency Travel	6,696.00	1,302.56	1,302.56	5,393.44	19.5%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		17,770.23	17,770.23		
Constituency Allowance					
Constituency Allowance	2,609.00	353.29	353.29	2,255.71	13.5%
Total Constituency Allowance		353.29	353.29		
Total Expenditures					
		27,345.24	27,345.24		

---- End of Report ----



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Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

Gambin - Walsh, Sherry, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	19,000.00	18,999.96	18,999.96	0.04	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	92.00	0.00	0.00	92.00	0.0%
Office Operations	10,435.00	8,566.86	8,566.86	1,868.14	82.1%
Total Office Allowances		27,566.82	27,566.82		
Operational Resources					
Operational Resources	--	9,330.19	9,330.19	--	--
Total Operational Resources		9,330.19	9,330.19		
Travel & Living Allowances					
House in Session	--	6,086.11	6,086.11	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	10,000.00	8,395.43	8,395.43	1,604.57	84.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		14,481.54	14,481.54		
Constituency Allowance					
Constituency Allowance	2,609.00	1,818.74	1,818.74	790.26	69.7%
Total Constituency Allowance		1,818.74	1,818.74		
Total Expenditures					
		53,197.29	53,197.29		

---- End of Report ----



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Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

Finn, John, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	8,963.00	8,962.80	8,962.80	0.20	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	152.00	0.00	0.00	152.00	0.0%
Office Operations	10,435.00	7,245.18	7,245.18	3,189.82	69.4%
Total Office Allowances		16,207.98	16,207.98		
Operational Resources					
Operational Resources	--	5,672.81	5,672.81	--	--
Total Operational Resources		5,672.81	5,672.81		
Travel & Living Allowances					
House in Session	--	13,446.42	13,446.42	--	--
House Not in Session	--	12,742.27	12,742.27	--	--
Intra & Extra-Constituency Travel	5,913.00	1,193.96	1,193.96	4,719.04	20.2%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		27,382.65	27,382.65		
Constituency Allowance					
Constituency Allowance	2,609.00	255.59	255.59	2,353.41	9.8%
Total Constituency Allowance		255.59	255.59		
Total Expenditures					
		49,519.03	49,519.03		

---- End of Report ----



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Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

EDMUNDS, RANDY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	1,060.20	1,060.20	9,374.80	10.2%
Total Office Allowances		1,060.20	1,060.20		
Operational Resources					
Operational Resources	--	4,177.99	4,177.99	--	--
Total Operational Resources		4,177.99	4,177.99		
Travel & Living Allowances					
House in Session	--	32,222.30	32,222.30	--	--
House Not in Session	--	11,311.01	11,311.01	--	--
Intra & Extra-Constituency Travel	18,000.00	11,243.69	11,243.69	6,756.31	62.5%
Helicopter Travel	9,130.00	0.00	0.00	9,130.00	0.0%
Total Travel & Living Allowances		54,777.00	54,777.00		
Constituency Allowance					
Constituency Allowance	2,609.00	474.12	474.12	2,134.88	18.2%
Total Constituency Allowance		474.12	474.12		
Total Expenditures					
		60,489.31	60,489.31		

---- End of Report ----



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01-Apr-17 to 31-Mar-18

DEMPSTER, LISA, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	13,860.00	13,860.00	13,860.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	4,780.31	4,780.31	5,654.69	45.8%
Total Office Allowances		18,640.31	18,640.31		
Operational Resources					
Operational Resources	--	11,099.29	11,099.29	--	--
Total Operational Resources		11,099.29	11,099.29		
Travel & Living Allowances					
House in Session	--	22,868.26	22,868.26	--	--
House Not in Session	--	7,058.38	7,058.38	--	--
Intra & Extra-Constituency Travel	22,261.00	10,553.81	10,553.81	11,707.19	47.4%
Helicopter Travel	18,261.00	0.00	0.00	18,261.00	0.0%
Total Travel & Living Allowances		40,480.45	40,480.45		
Constituency Allowance					
Constituency Allowance	2,609.00	2,151.61	2,151.61	457.39	82.5%
Total Constituency Allowance		2,151.61	2,151.61		
Total Expenditures					
		72,371.66	72,371.66		

---- End of Report ----



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01-Apr-17 to 31-Mar-18

Dean, Jerry, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	19,200.00	19,200.00	19,200.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	412.00	0.00	0.00	412.00	0.0%
Office Operations	10,435.00	4,332.23	4,332.23	6,102.77	41.5%
Total Office Allowances		23,532.23	23,532.23		
Operational Resources					
Operational Resources	--	8,903.26	8,903.26	--	--
Total Operational Resources		8,903.26	8,903.26		
Travel & Living Allowances					
House in Session	--	17,083.47	17,083.47	--	--
House Not in Session	--	1,647.63	1,647.63	--	--
Intra & Extra-Constituency Travel	9,391.00	3,883.90	3,883.90	5,507.10	41.4%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		22,615.00	22,615.00		
Constituency Allowance					
Constituency Allowance	2,609.00	609.03	609.03	1,999.97	23.3%
Total Constituency Allowance		609.03	609.03		
Total Expenditures					
		55,659.52	55,659.52		

---- End of Report ----



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01-Apr-17 to 31-Mar-18

DAVIS, PAUL, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	8,221.88	8,221.88	2,213.12	78.8%
Total Office Allowances		8,221.88	8,221.88		
Operational Resources					
Operational Resources	--	1,855.98	1,855.98	--	--
Total Operational Resources		1,855.98	1,855.98		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	0.00	0.00	5,217.00	0.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		0.00	0.00		
Constituency Allowance					
Constituency Allowance	2,609.00	241.86	241.86	2,367.14	9.3%
Total Constituency Allowance		241.86	241.86		
Total Expenditures		10,319.72	10,319.72		

---- End of Report ----



House of Assembly
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01-Apr-17 to 31-Mar-18

Davis, Bernard, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	278.00	0.00	0.00	278.00	0.0%
Office Operations	10,435.00	5,810.42	5,810.42	4,624.58	55.7%
Total Office Allowances		5,810.42	5,810.42		
Operational Resources					
Operational Resources	--	3,827.80	3,827.80	--	--
Total Operational Resources		3,827.80	3,827.80		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	74.99	74.99	5,142.01	1.4%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		74.99	74.99		
Constituency Allowance					
Constituency Allowance	2,609.00	2,548.53	2,548.53	60.47	97.7%
Total Constituency Allowance		2,548.53	2,548.53		
Total Expenditures					
		12,261.74	12,261.74		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

CROCKER, STEVE, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	13,101.00	13,100.04	13,100.04	0.96	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	4,472.73	4,472.73	5,962.27	42.9%
Total Office Allowances		17,572.77	17,572.77		
Operational Resources					
Operational Resources	--	8,390.75	8,390.75	--	--
Total Operational Resources		8,390.75	8,390.75		
Travel & Living Allowances					
House in Session	--	6,040.63	6,040.63	--	--
House Not in Session	--	774.85	774.85	--	--
Intra & Extra-Constituency Travel	7,478.00	2,341.29	2,341.29	5,136.71	31.3%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		9,156.77	9,156.77		
Constituency Allowance					
Constituency Allowance	2,609.00	1,077.26	1,077.26	1,531.74	41.3%
Total Constituency Allowance		1,077.26	1,077.26		
Total Expenditures					
		36,197.55	36,197.55		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

Coady, Siobhan, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	691.00	0.00	0.00	691.00	0.0%
Office Operations	10,435.00	4,426.01	4,426.01	6,008.99	42.4%
Total Office Allowances		4,426.01	4,426.01		
Operational Resources					
Operational Resources	--	1,909.83	1,909.83	--	--
Total Operational Resources		1,909.83	1,909.83		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	51.12	51.12	5,165.88	1.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		51.12	51.12		
Constituency Allowance					
Constituency Allowance	2,609.00	1,021.41	1,021.41	1,587.59	39.1%
Total Constituency Allowance		1,021.41	1,021.41		
Total Expenditures		7,408.37	7,408.37		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

Byrne, Gerry, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	300.00	0.00	0.00	300.00	0.0%
Office Operations	10,435.00	1,317.94	1,317.94	9,117.06	12.6%
Total Office Allowances		1,317.94	1,317.94		
Operational Resources					
Operational Resources	--	4,197.83	4,197.83	--	--
Total Operational Resources		4,197.83	4,197.83		
Travel & Living Allowances					
House in Session	--	23,060.62	23,060.62	--	--
House Not in Session	--	103.47	103.47	--	--
Intra & Extra-Constituency Travel	5,217.00	0.00	0.00	5,217.00	0.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		23,164.09	23,164.09		
Constituency Allowance					
Constituency Allowance	2,609.00	239.24	239.24	2,369.76	9.2%
Total Constituency Allowance		239.24	239.24		
Total Expenditures					
		28,919.10	28,919.10		

---- End of Report ----



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Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

Browne, Mark, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	16,000.00	15,999.96	15,999.96	0.04	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	67.00	0.00	0.00	67.00	0.0%
Office Operations	10,435.00	9,178.36	9,178.36	1,256.64	88.0%
Total Office Allowances		25,178.32	25,178.32		
Operational Resources					
Operational Resources	--	6,713.12	6,713.12	--	--
Total Operational Resources		6,713.12	6,713.12		
Travel & Living Allowances					
House in Session	--	10,325.49	10,325.49	--	--
House Not in Session	--	4,413.97	4,413.97	--	--
Intra & Extra-Constituency Travel	12,000.00	8,464.39	8,464.39	3,535.61	70.5%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		23,203.85	23,203.85		
Constituency Allowance					
Constituency Allowance	2,609.00	1,820.61	1,820.61	788.39	69.8%
Total Constituency Allowance		1,820.61	1,820.61		
Total Expenditures					
		56,915.90	56,915.90		

---- End of Report ----



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01-Apr-17 to 31-Mar-18

BRAZIL, DAVID, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	10,043.58	10,043.58	391.42	96.2%
Total Office Allowances		10,043.58	10,043.58		
Operational Resources					
Operational Resources	--	2,405.92	2,405.92	--	--
Total Operational Resources		2,405.92	2,405.92		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	4,296.00	4,296.00	4,296.00	0.00	100.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		4,296.00	4,296.00		
Constituency Allowance					
Constituency Allowance	2,609.00	939.76	939.76	1,669.24	36.0%
Total Constituency Allowance		939.76	939.76		
Total Expenditures		17,685.26	17,685.26		

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01-Apr-17 to 31-Mar-18

Bragg, Derrick, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	14,400.00	14,400.00	14,400.00	0.00	100.0%
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	455.00	0.00	0.00	455.00	0.0%
Office Operations	10,435.00	2,625.17	2,625.17	7,809.83	25.2%
Total Office Allowances		17,025.17	17,025.17		
Operational Resources					
Operational Resources	--	5,385.87	5,385.87	--	--
Total Operational Resources		5,385.87	5,385.87		
Travel & Living Allowances					
House in Session	--	16,103.65	16,103.65	--	--
House Not in Session	--	4,337.82	4,337.82	--	--
Intra & Extra-Constituency Travel	11,043.00	11,041.56	11,041.56	1.44	100.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		31,483.03	31,483.03		
Constituency Allowance					
Constituency Allowance	2,609.00	888.36	888.36	1,720.64	34.0%
Total Constituency Allowance		888.36	888.36		
Total Expenditures					
		54,782.43	54,782.43		

---- End of Report ----



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01-Apr-17 to 31-Mar-18

Bennett, Derek, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	580.00	0.00	0.00	580.00	0.0%
Office Operations	10,435.00	2,903.15	2,903.15	7,531.85	27.8%
Total Office Allowances		2,903.15	2,903.15		
Operational Resources					
Operational Resources	--	8,435.48	8,435.48	--	--
Total Operational Resources		8,435.48	8,435.48		
Travel & Living Allowances					
House in Session	--	14,429.48	14,429.48	--	--
House Not in Session	--	7,618.17	7,618.17	--	--
Intra & Extra-Constituency Travel	8,000.00	6,321.88	6,321.88	1,678.12	79.0%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		28,369.53	28,369.53		
Constituency Allowance					
Constituency Allowance	2,609.00	518.30	518.30	2,090.70	19.9%
Total Constituency Allowance		518.30	518.30		
Total Expenditures					
		40,226.46	40,226.46		

---- End of Report ----



House of Assembly
Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-Apr-17 to 31-Mar-18

BENNETT, CATHY, MHA

Allowance Category	Expenditure Limit for Fiscal Year 2017/18 (Net of HST)	Expenditures Processed 01-Apr-17 to 31-Mar-18 (Net of HST)	Expenditures Year to Date 01-Apr-17 to 31-Mar-18 (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	--	0.00	0.00	--	--
Rental of Short-term Accommodations	--	0.00	0.00	--	--
Office Start-up Costs	--	0.00	0.00	--	--
Office Operations	10,435.00	1,098.51	1,098.51	9,336.49	10.5%
Total Office Allowances		1,098.51	1,098.51		
Operational Resources					
Operational Resources	--	3,239.28	3,239.28	--	--
Total Operational Resources		3,239.28	3,239.28		
Travel & Living Allowances					
House in Session	--	0.00	0.00	--	--
House Not in Session	--	0.00	0.00	--	--
Intra & Extra-Constituency Travel	5,217.00	1,062.76	1,062.76	4,154.24	20.4%
Helicopter Travel	--	0.00	0.00	--	--
Total Travel & Living Allowances		1,062.76	1,062.76		
Constituency Allowance					
Constituency Allowance	2,609.00	328.53	328.53	2,280.47	12.6%
Total Constituency Allowance		328.53	328.53		
Total Expenditures					
		5,729.08	5,729.08		

---- End of Report ----



Appendix H

Clerk's Authorizations for Furniture & Equipment



The Standard Office Allocation Package for Members and Constituency Assistants delegates authority to the Clerk to pre-approve expenditures for other furniture and equipment to a maximum of \$1000.00 (per item), with the Clerk to report all such approvals at a subsequent meeting of the Management Commission.

The following report details the approvals of the Clerk under the Standard Office Allocation Package for the period from April 1, 2017 to March 31, 2018:

DISTRICT	MEMBER	TYPE OF EXPENDITURE	COST	DETAILS
St. George's-Humber	Mr. Scott Reid	Furniture	\$32.00	Document holder
St. George's-Humber	Mr. Scott Reid	Equipment	\$92.00	Compact keyboard
St. George's-Humber	Mr. Scott Reid	Equipment	\$392.00	Wireless headset
St. George's-Humber	Mr. Scott Reid	Furniture	\$675.00	High back, multi-tilter chair