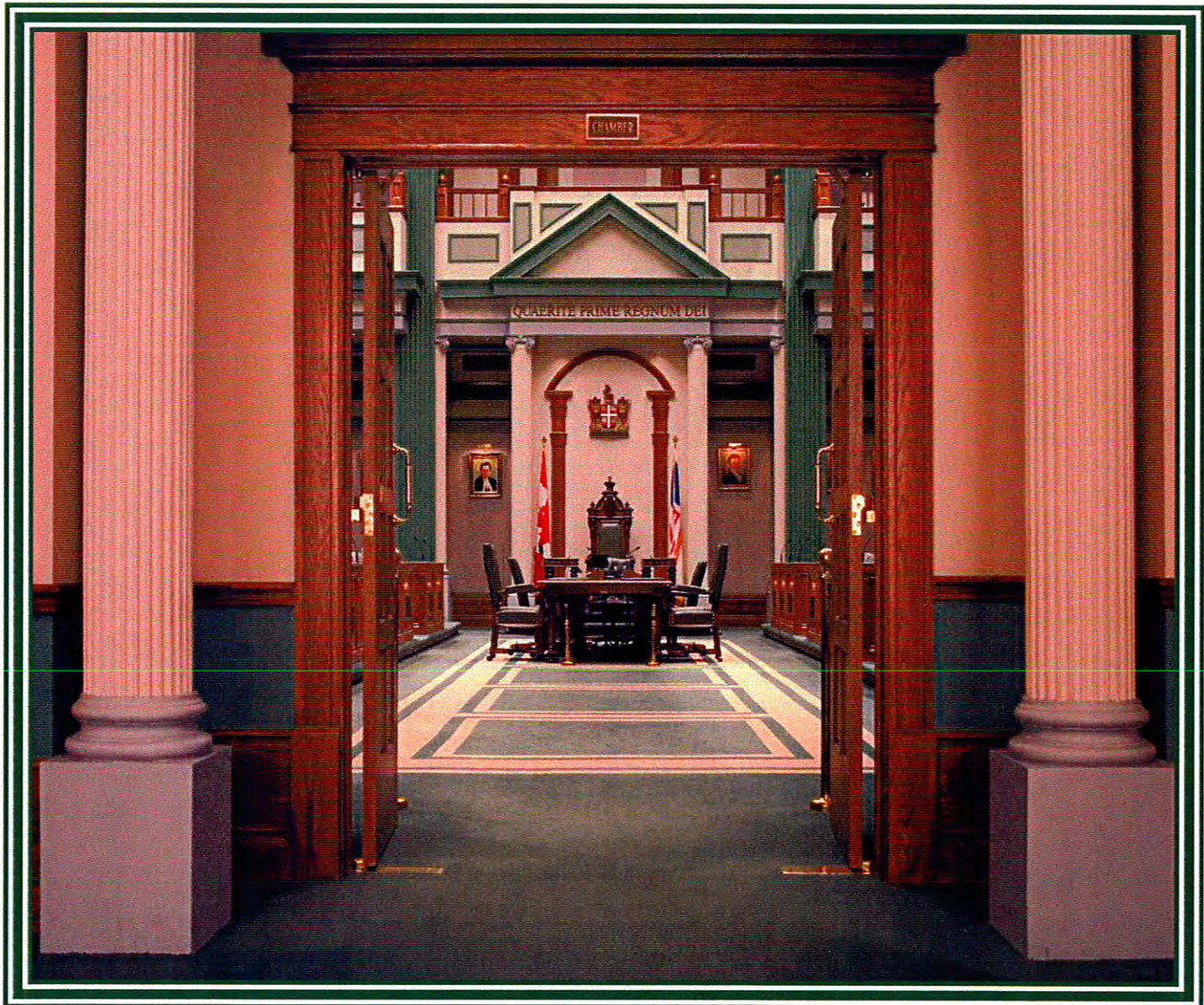




HOUSE OF ASSEMBLY
NEWFOUNDLAND AND LABRADOR



HOUSE OF ASSEMBLY MANAGEMENT COMMISSION

ANNUAL REPORT 2008-2009



I am pleased to present the House of Assembly Management Commission Annual Report for the fiscal year ended March 31, 2009.

This is the second Annual Report since the Commission was established under the authority of the *House of Assembly Accountability, Integrity and Administration Act* (the Act). As required under Section 51 of the Act, the report includes a summary of the Commission activities for the fiscal year and provides audited financial information. During the reporting period, the Commission received the first and second reports of the Audit Committee and adopted a number of policies, including an Inventory Management Policy. The Commission is pleased to report the Clerk has signed off on two Management Certifications which attest that the internal controls of the Legislature are operating effectively.

The implementation of the recommendations of the Green report has helped to create an environment that is more open, accountable and transparent. The Management Commission will continue to promote and support activities, practices and initiatives which build upon this foundation.

I thank the Commission members and employees of the House of Assembly Service for their work during the past year.

A handwritten signature in black ink, consisting of a stylized first name and a last name that appears to be 'Fitzgerald'.

Honorable Roger Fitzgerald
Speaker of the House of Assembly and
Chair, House of Assembly Management Commission

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Mandate

The House of Assembly Management Commission is established under the authority of the *House of Assembly Accountability, Integrity and Administration Act* (the Act), which received Royal Assent on June 14, 2007. The Act established an administrative framework for the House of Assembly that is transparent and accountable and includes subordinate legislation known as *Members' Resources and Allowances Rules* which promote accountability in, and transparency with respect to, the expenditure of public funds.

The Commission membership comprises representatives of the three elected parties, the Speaker, who is the Chair of the Commission, and the Clerk of the House who is secretary to the Commission but does not have voting privileges.

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

- (a) oversee the finances of the House of Assembly including its budget, revenues, expenses, assets and liabilities;
- (b) review and approve the administrative, financial and human resource and management policies of the House of Assembly service and statutory offices;
- (c) implement and periodically review and update financial and management policies applicable to the House of Assembly service and statutory offices;
- (d) 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;
- (e) 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;
- (f) 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
- (g) exercise other powers given to the commission and to perform other duties imposed on the commission under this or another Act.

Membership of the Commission

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

- (a) the speaker, or, in his or her absence, the deputy speaker, who is the chairperson;
- (b) the clerk, who is the secretary but does not vote;
- (c) the government house leader;
- (d) the official opposition house leader;
- (e) 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);
- (f) one member who is a member of the official opposition caucus; and
- (g) 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 Management Commission for the reporting period included:

Hon. Roger Fitzgerald, MHA (PC) Speaker
Hon. Tom Rideout, MHA, (PC) Government House Leader
Hon. Joan Burke, MHA, (PC) Government House Leader (*Replaced Hon. Tom Rideout in May 2008*)
Ms. Elizabeth Marshall, MHA (PC) Topsail
Hon. Trevor Taylor, MHA (PC) The Straits - White Bay North
Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair
Mr. Kelvin Parsons, MHA (L), Opposition House Leader
Ms. Lorraine Michael, MHA (NDP) Signal Hill - Quidi Vidi
Mr. William MacKenzie, Clerk of the House of Assembly, Secretary to the Commission

Note: *In the absence of the Speaker, the Deputy Speaker chairs the Commission meetings. The Deputy Speaker during the reporting period was Mr. Tom Osborne, MHA (PC), St. John's South.*

Duties and Responsibilities of Members

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

21. (1) 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.
- (2) 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.

- (3) 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
 - (a) attend meetings of the commission unless unable to do so for good reason;
 - (b) spend sufficient time on the affairs of the commission to comply with his or her duties and responsibilities; and
 - (c) 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 consists of operations established to support 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, and the Information Management Division which includes the services of the Legislative Library, Records Management services, 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 issues on the Commission meeting agenda, coordinating and facilitating Commission meetings, and maintaining Commission records.

Proceedings of the Commission

Meetings of the Commission are publicly broadcast live in the same manner as proceedings of the House of Assembly. Hansard provides a full transcript of each Commission meeting and these transcripts are posted on the House of Assembly website (<http://www.assembly.nl.ca>).

The Commission held twelve televised meetings during the reporting period:

1. April 11, 2008
2. April 18, 2008
3. April 30, 2008
4. May 5, 2008
5. May 28, 2008
6. June 4, 2008
7. July 3, 2008
8. October 15, 2008
9. November 18, 2008
10. December 3, 2008
11. January 27, 2009
12. March 18, 2009

A meeting scheduled for May 21, 2008 was postponed due to the resignation of the Government House Leader. A meeting scheduled for November 13, 2008 was postponed as there was not a quorum for the meeting. The agendas for these meetings were carried forward to the next meeting of the Commission.

In Camera meetings

As required under subsection 19(1) of the Act, all proceedings of the commission are open to the public except for those pertaining to:

- (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

Proceedings to deal with the above issues are deliberated at *in camera* meetings of the Commission. The substance of decisions made *in camera* are recorded and reported at the next public meeting of the Commission.

The Commission held six *in camera* meetings during the reporting period. Four of the *in camera* meetings were conducted before or after the televised meetings.

1. **June 4, 2008**
The Commission confirmed decisions regarding Position Classification and Related Issues in the House of Assembly and Statutory Offices. **CM 2008 – 055** and **CM 2008 – 055** refer.
2. **October 15, 2008**
The Commission recommended to Executive Council the candidate to be appointed Law Clerk of the House of Assembly. **CM 2008 – 080 refers.**
3. **January 20, 2009**
The Commission held *in camera* budget meetings with no decisions taken.
4. **January 21, 2009**
The Commission held *in camera* budget meetings with no decisions taken.
5. **January 27, 2009**
The Commission held an *in camera* session at the beginning of the meeting to discuss a legal matter. There was no decision made at the *in camera* session to be reported at the televised portion of the meeting.

The Commission held another *in camera* session at the end of the televised portion of the meeting and concluded deliberations from *in camera* budget meetings held on January 20 and 21. The Commission approved the 2009-10 budget estimates for the Legislature to be forwarded to the Minister of Finance for inclusion in the 2010 Estimates and voted on in the House of Assembly. **CM 2009 – 009 refers.**
6. **March 18, 2009**
The Commission held an *in camera* session at the beginning of the meeting to discuss personnel and legal matters. There were no decisions made at the *in camera* session to be reported at the televised portion of the meeting.

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. They do not include a summary of discussions as that is provided by Hansard and posted on the website of the House of Assembly, www.assembly.nl.ca.

Minutes are approved at the next Commission meeting. Once approved, the Minutes are provided to each MHA and published on the House of Assembly website for inspection by the public. 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. A copy of 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.

1. 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.

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 level of allowances or resources is outlined in subsection 20(7) of the Act. There were no such amendments during the 2008-2009 reporting period.

During the reporting period, the Commission approved rule amendments respecting the following:

- Temporary Accommodations
- Private Accommodations
- Maximum Nights
- Meal Per Diems
- Committee Per Diems
- Secondary Residences Property Taxes
- Restriction on Meal Allowance

Distribution Process

All rule amendments, upon Gazetting, 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 Corporate and Members' Services Division.

A complete summary of the rule amendments is included in **Appendix B** of the report.

2. 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 or alter, on appeal, rulings of the Speaker.

During the reporting period, the Commission issued the following Directives:

1. Guidelines for Hiring Replacement Constituency Assistants
2. Delegated Travel Under Ministerial Expense Reimbursement Policies
3. Guidelines for Providing Shared Secretarial Assistance
4. Revisions to Standard Office Allocation
5. Constituency Assistants – Employment in Vacant District
6. Clarification of Rules – Temporary Accommodations
7. Delegated Authority
8. Purchasing Policy – Under \$200
9. Standard Signage Policy for Constituency Offices
10. Inventory Management Policy

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 (www.assembly.nl.ca).

A complete summary of the Directives is included in **Appendix C** of the report.

3. 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.

Summary of Decisions

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 Act), the Speaker and the Commission may make a ruling when an expense claim has been rejected by Corporate and Members' Services. 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 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, eight Member appeals were received by the Speaker. In all cases, the appeals were brought forward by the Speaker to the Commission, as provided for in subsection 24(9) of the Act. The details of the rulings of the Commission 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 requested during the 2008-2009 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 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 are:

Chair, Ms. Elizabeth Marshall, MHA, Topsail
Mr. Kelvin Parsons, MHA, Burgeo - LaPoile
Ms. Janet Gardiner, FCA
Mr. Donald Warr, FCA

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

The reports of the Audit Committee for the period April 1, 2008 – March 31, 2009 are in **Appendix E**.

Financial Reporting

Under subsection 20(5) of the *House of Assembly Accountability, Integrity and Administration Act* (the 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* (the Act) requires the Clerk to certify to the Commission as required that the House of Assembly and Statutory Offices have in place appropriate systems of internal controls and that those systems are operating effectively. The first such certificate was required by 31 August 2008 and the full fiscal year certificate was required by 31 March 2009.

Prior to 31 August 2008 and 31 March 2009, 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 Reports stated that the Clerk's Management Certifications as at 31 August 2008 and 31 March 2009 were fairly stated and the internal controls over financial reporting were operating effectively, in all material respects, as at the dates noted.

The Management Certification dated 31 August 2008 is included in **Appendix F**. The Management Certification dated 31 March 2009 is included with the financial information in **Appendix G**.

Audited Financial Information

The financial information audited by the Auditor General includes the schedule of assets and liabilities, the schedules of expenditure and related revenues, and gross expenditures and unexpended balances for the year ended 31 March 2009.

The Auditor's Report provides an unqualified opinion on the financial information for the House of Assembly and its Statutory Offices and states that it presents fairly in all material aspects, the assets and liabilities and results of its operations for the year ended 31 March 2009 in accordance with noted accounting policies.

The audited financial information is included in **Appendix G** of this report.

Reports on Recommendations by the Auditor General

Reports on the recommendations made by the Auditor General as a result of his audits and the responses provided by the Speaker are included in **Appendix H**. The first report contains the recommendations resulting from the audit of the Management Certification dated 31 August 2008. The second report 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 2009 and the audit of the Management Certification dated 31 March 2009. The reports make

recommendations for improvements in the processes for the administration of expenditures, payroll and other matters. House of Assembly officials have taken steps to address all of these recommendations.

Members' Total Salaries, Allowances and Expenses

Reports on total salaries, allowances and expenses permitted for, and paid to, each Member of the House of Assembly during the reporting period are included in **Appendix I**. 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.

Changes or Adjustments to Allowances and Expenses

Section 18 of the *Members' Resources and Allowances Rules* provides a maximum allowance of \$7,000 (inclusive of HST) for constituency office accommodations. Under the Rules, a Member may make application in writing to the Speaker requesting permission to exceed the maximum when accommodations cannot be obtained within the maximum guidelines. The Speaker must report, in writing, to the Commission any authorizations made under this section of the rules.

A summary of authorizations made under subsection 18(4) for the period ending March 31, 2009, is included in **Appendix J**.

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 shall 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.

A summary of authorizations made under section 43 for the period ending March 31, 2009, is included in **Appendix K**.

APPENDICES

Minutes of Commission Meetings



HOUSE OF ASSEMBLY
Newfoundland and Labrador

I certify that Appendix A contains the Minutes of the proceedings of the House of Assembly Management Commission for the reporting period 2008-2009 and that they are an accurate reflection of the decisions of the Commission made at the proceedings.

A handwritten signature in blue ink, appearing to read 'W. Mackenzie'.

William Mackenzie
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: April 11, 2008

Location: House of Assembly Chamber

Time: 9:00 – 12:00

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Tom Rideout, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Hon. Trevor Taylor, Minister of Innovation, Trade and Rural Development

Ms. Beth Marshall, MHA (PC) Topsail

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

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

Other:

Ms. Marie Keefe, Policy & Communications Officer

Invited Guests:

Mr. John Noseworthy, Auditor General

Hon. J. Derek Green, Commissioner, Review Commission on Constituency Allowances and Related Matters

Regrets:

None

CM 2008 - 018

The minutes of the House of Assembly Management Commission Meeting held on January 23, 2008 and the minutes of the *in camera* meeting held on February 6, 2008, were approved as read.

CM 2008 - 019

The Commission approved the contract for the Review of Caucus Resources to be awarded to "Company A".

CM 2008 - 020

The Commission approved the application of the Ministerial Expense Reimbursement Policies for the travel allocation of the Leader of the New Democratic Party, effective October 9, 2007, with the following modification:

“Minister” is interpreted as “Speaker”, or “Leader of the Official Opposition” or “Leader of the Third Party”.

CM 2008 - 021

The Commission approved the proposed draft amendment to Members' Resources and Allowances Rules as follows:

1. Respecting Temporary Accommodations:

Subparagraphs 31(1)(b)(i), 33(b)(i), 35(b)(i) and Paragraph 38(2)(b) are repealed and the following is substituted:

“the actual cost of temporary standard room accommodations, with receipts, for every night the accommodations are actually occupied by the member”

Subparagraphs 32(2)(b)(i), 36(2)(b)(i) and 37(b)(i) are repealed and the following substituted:

“the actual cost of temporary standard room accommodations in the constituency for every night actually spent in the constituency ”

2. Respecting Private Accommodations:

Subparagraphs 31(1)(b)(ii), 32(2)(b)(ii), 33(b)(ii), 35(b)(ii), 36(2)(b)(ii), 37(b)(ii) and paragraph 38 (2)(b) are amended by deleting the amount of “\$25” and substituting the amounts and words “\$53 on the island and \$71 in Labrador”.

3. Respecting Maximum number of nights allowable when the House is not in session:

Paragraphs 35(b), 36(2)(b) and 37(b) are amended by deleting the number “35” and substituting the number “50”.

4. **Respecting Meal per diems while traveling to/from the Capital Region:**

Subsection 31(2) is amended by deleting the word, brackets and letter "or (c)".

Adjournment: 12:00

Hon. Roger Fitzgerald, MHA
Speaker and Chair

Wm. MacKenzie
Clerk and Secretary to the Commission





**House of Assembly
Newfoundland and Labrador**

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

Date: April 18, 2008

Location: House of Assembly Chamber

Time: 9:00 – 10:00

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Tom Rideout, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Beth Marshall, MHA (PC) Topsail

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

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

Other:

Ms. Marie Keefe, Policy & Communications Officer

Regrets:

Hon. Trevor Taylor, MHA (PC) The Straits - White Bay North

CM 2008 - 022 The minutes of the House of Assembly Management Commission Meeting held on April 11, 2008 were approved as read.

CM 2008 - 023 The Commission gave second approval, as required under paragraph 15(5)(c) of the *House of Assembly Accountability, Integrity and Administration Act*, to the proposed draft amendments to *Members' Resources and Allowances Rules* as presented to the Management Commission on April 11, 2008 and which were tabled in the House of Assembly on April 14, 2008 as follows, subject to final drafting by the Office of Legislative Counsel:

1. Respecting Temporary Accommodations:

Subparagraphs 31(1)(b)(i), 33(b)(i), 35(b)(i) and Paragraph 38(2)(b) are repealed and the following is substituted:

“the actual cost of temporary standard room accommodations, with receipts, for every night the accommodations are actually occupied by the member”

Subparagraphs 32(2)(b)(i), 36(2)(b)(i) and 37(b)(i) are repealed and the following substituted:

“the actual cost of temporary standard room accommodations in the constituency for every night actually spent in the constituency ”

2. Respecting Private Accommodations:

Subparagraphs 31(1)(b)(ii), 32(2)(b)(ii), 33(b)(ii), 35(b)(ii), 36(2)(b)(ii), 37(b)(ii) and paragraph 38 (2)(b) are amended by deleting the amount of “\$25” and substituting the amounts and words “\$53 on the island and \$71 in Labrador”.

3. Respecting Maximum number of nights allowable when the House is not in session:

Paragraphs 35(b), 36(2)(b) and 37(b) are amended by deleting the number “35” and substituting the number “50”.

4. Respecting Meal per diems while traveling to/from the Capital Region:

Subsection 31(2) is amended by deleting the word, brackets and letter “or (c)”.

- CM 2008 - 024** The Commission approved the proposed guidelines, dated April 2008, for hiring replacement Constituency Assistants with the added provision that replacements would sign the political support staff contract.
- CM 2008 – 025** The Commission directed that a Member or staff person may travel on behalf of those who are covered under the Ministerial Expense Reimbursement Policies, with these policies to be applied to the expense claim, and costs to be charged to the appropriate allocation.
- CM 2008 – 026** The Commission directed that the House of Assembly Service and all Statutory Offices be categorized as Category 2 entities for the purpose of reporting requirements under the Transparency and Accountability Act. Statutory Officers and the Clerk of the House of Assembly may request further discussion with the Commission to provide rationale for a categorization other than Category 2 as directed by the Commission.
- CM 2008 – 027** The Commission approved the proposed guidelines, dated April 2008, for providing shared secretarial assistance, pursuant to Rule 23(2) of the *Members' Resources and Allowances Rules*.
- CM 2008 – 028** The Commission confirmed the appointment of the Auditor General as auditor of the accounts of the House of Assembly and Statutory Offices, as recommended by the Audit Committee.
- CM 2008 – 029** The Commission approved the Level 2 per diem for eligible members of the Audit Committee of \$240 for a normal working day and \$120 for half a day or less.

CM 2008 – 030 The Commission approved the payment of invoices for advertising during the 2007 Christmas season which did not include contact information and confirmed the requirement to include Member contact information in all future advertising.

CM 2008 – 031 The Commission directed the Clerk to review the Rules and policies respecting advertising by Members and to prepare draft Rule Amendments and/or policies which provide Members with greater clarity respecting advertising practices.

Adjournment: 10:00

Hon. Roger Fitzgerald, MHA
Speaker and Chair

Wm. MacKenzie
Clerk and Secretary to the Commission





**House of Assembly
Newfoundland and Labrador**

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

Date: April 30, 2008

Location: House of Assembly Chamber

Time: 5:00 p.m. – 6:40 p.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Tom Rideout, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Hon. Trevor Taylor, MHA (PC) The Straits - White Bay North

Ms. Beth Marshall, MHA (PC) Topsail

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

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

Other:

Mr. Tom Osborne, Deputy Speaker

Ms. Marie Keefe, Policy & Communications Officer

CM 2008 - 032

The minutes of the House of Assembly Management Commission Meeting held on April 18, 2008 were approved as read.

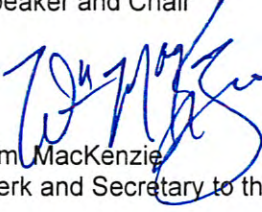
Metrics EFG was confirmed as the successful proponent for the Request for Proposals – Review of Caucus Resources. **CM 2008 – 019** refers. The Clerk provided an update on the status of the review.

The Speaker gave an update on the search for a new Committee Room for the Commission and Committees of the House.

- CM 2008 - 033** The Commission directed the Clerk to develop guidelines for the provision of signs at the constituency offices of Members. These guidelines are intended to provide a consistent and standardized approach to the provision of signs, will include a maximum dollar amount for the cost of the sign and will be brought back to a subsequent meeting for Commission approval.
- CM 2008 – 034** The Commission directed the Clerk to request Government Purchasing Agency to assist with a review of the constituency office leasing practices of the House of Assembly Service to ensure compliance with the Public Tender Act.
- CM 2008 - 035** The Commission considered the issue of Committee Per Diems and deferred the issue to a subsequent meeting of the Committee to allow time for further consideration.
- CM 2008 – 036** The Commission directed the Clerk to develop proposed eligibility criteria for contractual employees with regards to the Tuition Assistance Policy and to bring back the revised policy to a subsequent meeting of the Commission for approval.
- CM 2008 – 037** The Commission approved the proposed organizational structure dated April 22, 2008 for the House of Assembly Service and confirmed as permanent all positions contained in the proposed organizational structure with the exception of the ATIPP Coordinator/Privacy Analyst and ATIPP Assistant positions.
- CM 2008 – 038** The Commission approved the abolition of the positions of Payroll/Purchasing Clerk and one of two Broadcast Technician positions included in the organizational structure dated May 2007 for the House of Assembly Service.
- CM 2008 – 039** The Commission approved the proposed organizational structure dated April 22, 2008 for the Office of the Chief Electoral Officer and Commissioner for Legislative Standards, and confirmed as permanent all positions contained in the proposed organizational structure.

- CM 2008 – 040** The Commission approved the proposed organizational structure dated April 22, 2008 for the Office of the Child and Youth Advocate and confirmed as permanent all positions contained in the proposed organizational structure.
- CM 2008 – 041** The Commission approved the proposed organizational structure dated April 22, 2008 for the Office of the Citizens’ Representative and confirmed as permanent all positions contained in the proposed organizational structure.
- CM 2008 – 042** The Commission approved the proposed organizational structure dated April 22, 2008 for the Office of the Information and Privacy Commissioner and confirmed as permanent all positions contained in the proposed organizational structure.
- CM 2008 – 043** The Commission approved the “Disclosure of Wrongdoing” pamphlet, dated April, 2008.
- CM 2008 – 044** The Commission directed that the standard office allocation provided for in Paragraph 25(1)(a) of the *Members’ Resources and Allowances Rules* and detailed in Directive **2007 – 003** shall include:
- Stand for combination unit (Printer/Fax/Copier/Scanner)
 - Stand for Printer
 - Other furniture and equipment as pre-approved for purchase by the Clerk of the House of Assembly, to a maximum of \$500.00, with the Clerk to report all such approvals to the Commission.
- CM 2008 – 045** The Commission directed that information be provided at the next meeting on the issue of remuneration for temporary office holders, with suggested amendments to the *House of Assembly Accountability, Integrity and Administration Act*.
- CM 2008 – 046** The Commission directed that a draft amendment to Section 18 regarding concurrent membership on the Commission and the Public Accounts Committee be brought to the next Commission meeting for approval.

Adjournment: 6:40 p.m.
Hon. Roger Fitzgerald, MHA
Speaker and Chair

A handwritten signature in blue ink, appearing to read 'Wm MacKenzie', written over the printed name below.

Wm MacKenzie
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: May 5, 2008

Location: House of Assembly Chamber

Time: 9:00 a.m. – 9:40 a.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Tom Rideout, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Beth Marshall, MHA (PC) Topsail

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

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

Other:

Ms. Marie Keefe, Policy & Communications Officer

Regrets :

Hon. Trevor Taylor, MHA (PC) The Straits - White Bay North

Mr. Tom Osborne, Deputy Speaker

CM 2008 - 047

The Commission approved the draft amendment to the *House of Assembly Accountability, Integrity and Administration Act* as follows:

Section 18 of the Act is amended by adding immediately after subsection (5) the following:

“(5.1) Notwithstanding subsection (5), where the number of members sitting in the House of Assembly in opposition to the government is insufficient to allow the appointment of 3 of those members to the Public Accounts Committee and still comply with that subsection, a member of the commission may serve concurrently as a member of the commission and of the Public Accounts Committee of the House of Assembly.”

The Government House Leader is to inform the Lieutenant Governor in Council of the Commission's wish to have a Bill introduced during the current Session to give effect to the proposed amendment.

CM 2008 - 048

The Commission approved the proposed draft amendment to the *House of Assembly Accountability, Integrity and Administration Act* as follows:

Section 12 of the *House of Assembly Accountability, Integrity and Administration Act* is amended by adding immediately after subsection (4) the following:

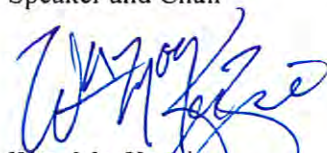
- (5) Where a member who holds a position referred to in paragraph (1)(a)(b) or (c) is, due to illness, absent and unable to carry out the duties of his or her position for a period of more than 10 consecutive sitting days of the House of Assembly,
- (a) a member referred to in paragraph (1)(b) or (c) who carries out the duties of a member referred to in paragraph (1)(a) or (b); and
 - (b) another member appointed to carry out the duties of a member referred to in paragraph (1)(c),

is, after the expiration of those 10 days, and until the return to duties of the absent member or the appointment of a new member to the absent member's position, entitled to a salary referred to in subsection (1) for the position that he or she replaces without affecting the salary of the absent member.

It was also directed that the amendment to section 12 be retroactive to March 10, 2008.

The Government House Leader is to inform the Lieutenant Governor in Council of the Commission's wish to have a Bill introduced during the current Session to give effect to the proposed amendment.

Adjournment: 9:40 a.m.
Hon. Roger Fitzgerald, MHA
Speaker and Chair



Wm. MacKenzie
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: May 28, 2008

Location: House of Assembly Chamber

Time: 8:00 a.m. – 10:00 a.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Hon. Trevor Taylor, MHA (PC) The Straits - White Bay North

Ms. Beth Marshall, MHA (PC) Topsail

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

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

Other:

Ms. Marie Keefe, Policy & Communications Officer

CM 2008 - 049 The Commission confirmed that the Estimates for the Legislature for fiscal year 2008-09 as published in the Estimates 08 document provides the details for the budget as approved by **CM 2008 -017**.

CM 2008 - 050 The minutes of the House of Assembly Management Commission meetings held on April 30, 2008 and May 5, 2008 were approved as read.

CM 2008 – 051 The Commission approved the proposed amendments, respecting subpoena powers and other matters, to the *Child and Youth Advocate Act*, as

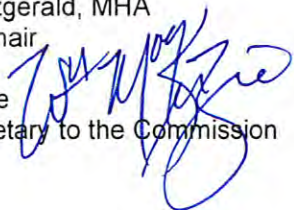
recommended in the Turner Review and as supported and recommended by the Child and Youth Advocate.

CM 2008 - 052 The Commission amended Section 2 (Members' Financial Reports) of the Publication Scheme such that the Online Version of the Annual Members' Financial Reports will be posted 80 days after the end of the Fiscal Year.

CM 2008 - 053 The Commission considered the issue of Committee Per Diems which had been brought forward from the April 30 meeting. A decision was deferred to a subsequent meeting of the Committee, with the Clerk to bring back estimates of the financial impact of the decision. Ms. Elizabeth Marshall excused herself from the discussion as she may have been in a conflict of interest position.

Adjournment: 9:40 a.m.
Hon. Roger Fitzgerald, MHA
Speaker and Chair

Wm. MacKenzie
Clerk and Secretary to the Commission





**House of Assembly
Newfoundland and Labrador**

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

Date: June 4, 2008

Location: House of Assembly Chamber

Time: 5:00 p.m. – 8:00 p.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Beth Marshall, MHA (PC) Topsail

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

Regrets:

Hon. Trevor Taylor, MHA (PC) The Straits - White Bay North

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

Other:

Mr. Felix Collins, Acting Deputy Speaker

Ms. Marie Keefe, Policy & Communications Officer

CM 2008 - 054

The Speaker reported authorizations for travel under extenuating circumstances as provided for in Section 43 of the *House of Assembly Accountability, Integrity and Administration Act*.

The Speaker approved Ms. Yvonne Jones to charter an aircraft on March 7, 2008 and April 6, 2008 at a total cost of \$2188.25 to enable the Member to return to the Capital Region to attend the House of Assembly. The Speaker approved meals and accommodations for Ms. Patty Pottle on April 11 – 12, 2008, May 16 – 20, 2008 and on May 23-24, 2008 at a total cost of \$922.00. Ms. Pottle's flights were delayed on each of these dates due to adverse weather conditions.

CM 2008 - 055

The Commission, in an *in camera* session, confirmed the following decisions regarding Position Classification and Related Issues in the House of Assembly Service and Statutory Offices.

- a) The Commission confirmed the position classifications recommended by the Classification Review Committee for the 59 positions as listed in Appendix B of the May 21, 2008 submission titled "Position Classifications and Related Issues in the House of Assembly Service and Statutory Offices", with an effective date of April 1, 2008.
- b) The Commission confirmed the permanent incumbency, in the respective restructured/classified positions, of the 50 individuals listed in Appendix E, on file with the Clerk.
- c) The Commission confirmed the creation of a separate category called General HL, as listed in Appendix C of the May 21, 2008 submission titled " Position Classifications and Related Issues in the House of Assembly Service and Statutory Offices", with these positions subject to the same human resource policies and provisions as General Service positions and subject to the salary scales and steps as outlined in Appendix D of that submission.
- d) The Commission confirmed that the pay levels for each of the 59 position descriptions are to be in accordance with the HL salary scales as prescribed by the Executive Branch.
- e) The Commission adopted the Classification Appeal Process, dated June 2008 with the amendment that members of the Appeal Committee will excuse themselves when dealing with appeals for employees of their own office.

CM 2008 – 056

The Commission, in an *in camera* session, confirmed the permanent remuneration of the Chief Electoral Officer as EP- 06, point total of 2328, which started at Step 1 and will follow the normal step progression process.

CM 2008 – 057

The Commission directed that its solicitors take action to pursue payment of the costs as ordered by the court decision respecting Mr. Fraser March.

CM 2008 – 058

The Commission declined the request from the Leader of the New Democratic Party that the House of Assembly Service pay a legal bill for independent legal advice incurred in disputing a decision of the House of Assembly Service.

CM 2008 – 059

The Commission approved payment of a Per Diem of \$145 to a member who is a member of a Standing or Select Committee of the House of Assembly, the Commission or a committee of the commission, provided the member is not a minister or the holder of a position referred to in subsection 12 (1) of the *House of Assembly Accountability, Integrity and Administration Act* (the Act). The Chair of such committees was approved to receive a Per Diem of \$190. This is to be reflected in appropriate rule amendments.

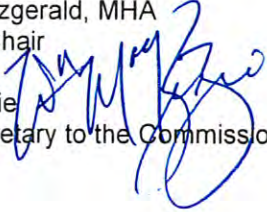
CM 2008 – 060

The Commission approved the Tuition Reimbursement Program, dated May 11, 2008, for employees of the House of Assembly, Office of the Child and Youth Advocate, Office of the Information and Privacy Commissioner, Office of the Citizens' Representative, Office of the Chief Electoral Officer and the Office of the Commissioner for Legislative Standards. The requirements of the program will be modified to provide tuition eligibility for contractual employees who have been employed by the Legislature for a minimum of two years.

Adjournment: 8:00 p.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair

Wm. MacKenzie
Clerk and Secretary to the Commission





**House of Assembly
Newfoundland and Labrador**

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

Date: July 3, 2008

Location: House of Assembly Chamber

Time: 9:00 p.m. – 1:20 p.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Beth Marshall, MHA (PC) Topsail

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

Hon. Trevor Taylor, MHA (PC) The Straits - White Bay North

Regrets:

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

Other:

Ms. Marlene Lambe, Chief Financial Officer

Ms. Marie Keefe, Policy & Communications Officer

CM 2008 – 061 The minutes of the House of Assembly Management Commission meetings held on May 28, 2008 and June 4, 2008 were approved as read.

CM 2008 – 062 The Commission gave first approval to the following amendment to the Members' Resources and Allowances Rules:

Section 45 of the Members' Resources and Allowances Rules is repealed and the following is substituted:

Committee allowance

- 45 (1) A member who is a member of a standing or select committee of the House of Assembly, the commission or a committee of the commission may claim for reasonable expenses related to attendance at a committee or commission meeting when the House of Assembly is not in session.
- (2) A member who is a member of a standing or select committee of the House of Assembly, the commission or a committee of the commission, other than a chair, may claim a daily amount of \$145 for attendance at a committee or commission meeting when the House of Assembly is not in session.
- (3) A member who is a chair of a standing or select committee of the House of Assembly, the commission or a committee of the commission may claim a daily amount of \$190 for attendance at a committee or commission meeting when the House of Assembly is not in session.
- (4) Subsections (2) and (3) shall not apply to a member who is a minister or who holds a position referred to in subsection 12(1) of the Act.
- (5) Reasonable expenses claimed under subsection (1) shall be
 - (a) in accordance with the Travel and Allowance rates permitted under these Rules; and
 - (b) approved by the Speaker before being reimbursed to the member.

The amendment will be posted on the House of Assembly website and brought back to the next Commission meeting for second approval before being posted in the NL Gazette.

- CM 2008 – 063** The Commission declined a request to use the Federal Government formula to reimburse Members for mileage when using a private vehicle, in keeping with the reimbursement policy for the Executive Branch of Government. The Commission directed the Clerk to write Public Service Secretariat to determine whether more frequent adjustments to the formula can be anticipated.
- CM 2008 – 064** The Commission directed that the Members' Resources and Allowances Rules be amended to add property taxes to the list of eligible expenses under subsection 41(2) of the Rules.
- CM 2008 – 065** The Commission declined a request to amend the Members' Resources and Allowances Rules to provide for a daily amount of \$53 for Members regardless of whether Members stay in private accommodation or secondary residence as the Commission felt it was outside its mandate and may be more appropriately considered by the Members' Compensation Review Committee
- CM 2008 – 066** The Commission directed the Clerk to prepare a discussion paper for a subsequent Commission meeting on the implications and estimated costs of increasing the number of trips to/from the Capital Region when the House is in Session/Not in Session.

- CM 2008 – 067** The Commission directed the Clerk to invite input from all Members on the adequacy of their current constituency allocation to carry out their responsibilities.
- CM 2008 – 068** The Commission directed that section 42 of the Members' Resources and Allowances Rules be amended as follows:
42. Where a member makes a claim pursuant to subsection 46 (3) relating to meal expenses, the member shall not claim that meal allowance under this Part in respect of the same day.
- CM 2008 – 069** The Commission directed that Dr. King, MHA, District of Grand Bank, be reimbursed for the cost of attending a function on behalf of his constituents.
- CM 2008 – 070** The Commission directed House staff to review and recommend additional eligible expenses that might be included under 46(3)(g) of the Members' Resources and Allowances Rules.
(Note: The briefing note mistakenly referred to 46(3)(m) of the Rules.)
- CM 2008 – 071** The Commission approved the budget process dated May 13, 2008, for the preparation and approval of the annual budgets for the House of Assembly and Statutory Offices.
- CM 2008 – 072** The Commission considered an appeal from the Member for Baie Verte – Springdale for the reimbursement of expenses incurred by his Constituency Assistant, including telephone, fax and internet charges, and directed that the eligible expenses be reimbursed.
- CM 2008 – 073** The Commission directed that, where a district no longer has a Member, the Constituency Assistant may remain employed until such time as a Member is officially declared elected for the district and the required notice period has elapsed.
- CM 2008 – 074** The Commission upheld the appeal from Mr. Young, MHA, District of St. Barbe, respecting retroactive payment of parking fees and directed that the parking fees expenses be reimbursed.
- CM 2008 – 075** The Commission issued the following Directive respecting temporary accommodations:
- Effective April 25, 2008, in subparagraphs 31(1)(b)(i), 32(2)(b)(i), 33(b)(i), 35(b)(i), 36(2)(b)(i), 37(b)(i) and paragraph 38(2)(b) of the Members' Resources and Allowances Rules, the phrase "temporary standard room accommodations" refers to the eligible expenses under paragraph 41(1)(a) – "room charges" – with the actual expenses of paragraphs 41(1) (b) to (e) to be eligible for reimbursement in addition to standard room accommodations expenses.

CM 2008 – 076

The Commission considered the issue of Member advertising and directed the Clerk to develop advertising guidelines to be brought back to a subsequent Commission meeting. The guidelines should identify permissible advertising with appropriate restrictions.

CM 2008 – 077

The Commission approved and adopted the Transfer of Funds Policy, April 2008, effective 1 April 2008 with the third paragraph of Section 5 of the policy amended to read as follows:

"If this is not practicable, Authority is delegated by the Commission to a quorum of four members (must include one member representing Government and one member representing a party in opposition to the Government) to approve the transfer of funds prior to processing of the transaction. The transfer of funds approval will be ratified at the next Commission meeting."

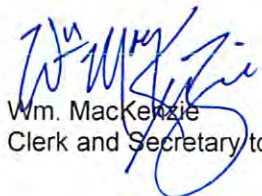
CM 2008 – 078

The Commission ratified and approved the transfers of funds Nos. 200705 to 200714 and Nos. 200725 to 200740 which re-allocated funds within the vote of the Legislature for the fiscal year 2007-08 to facilitate payment of required expenditures.

The Clerk provided a status report to the Commission on the Management Certification Process for the House of Assembly Service.

The Clerk reported on an authorization of approval to purchase furniture for the office of Mr. Derrick Dalley, MHA, The Isles of Notre Dame.

Adjournment: 1: 20 p.m.
Hon. Roger Fitzgerald, MHA
Speaker and Chair



Wm. MacKenzie
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: October 15, 2008

Location: House of Assembly Chamber

Time: 9:00 a.m. – 1:00 p.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Beth Marshall, MHA (PC) Topsail

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

Hon. Trevor Taylor, MHA (PC) The Straits - White Bay North

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

Other:

Ms. Marlene Lambe, Chief Financial Officer

Ms. Marie Keefe, Policy & Communications Officer

CM 2008 – 079

The minutes of the House of Assembly Management Commission meeting held on July 3, 2008 were approved as read.

Reports

The Chair of the Audit Committee, Ms. Elizabeth Marshall, provided the Commission with an update on the work of the Audit Committee.

The Clerk reported on an authorization of approval to purchase a table for the office of Ms. Tracey Perry, MHA, Fortune Bay – Cape La Hune.

CM 2008 – 080 The Commission, at an *in camera* session, recommended to Executive Council that [Candidate A] be appointed Law Clerk of the House of Assembly and that the Government House Leader introduce a Resolution to this effect, following which, if approved by the House, the Lieutenant-Governor in Council confirm the appointment.

CM 2008 – 081 The Commission classified the position of Law Clerk of the House of Assembly as SL-05 on the Solicitors' Pay Plan.

CM 2008 – 082 The Commission gave final approval to the following amendment to the *Members' Resources and Allowances Rules*:

Section 45 of the *Members' Resources and Allowances Rules* is repealed and the following is substituted:

Committee allowance

- 45 (1) A member who is a member of a standing or select committee of the House of Assembly, the commission or a committee of the commission may claim for reasonable expenses related to attendance at a committee or commission meeting when the House of Assembly is not in session.
- (2) A member who is a member of a standing or select committee of the House of Assembly, the commission or a committee of the commission, other than a chair, may claim a daily amount of \$145 for attendance at a committee or commission meeting when the House of Assembly is not in session.
- (3) A member who is a chair of a standing or select committee of the House of Assembly, the commission or a committee of the commission may claim a daily amount of \$190 for attendance at a committee or commission meeting when the House of Assembly is not in session.
- (4) Subsections (2) and (3) shall not apply to a member who is a minister or who holds a position referred to in subsection 12(1) of the Act.
- (5) Reasonable expenses claimed under subsection (1) shall be
 - (a) in accordance with the Travel and Allowance rates permitted under these Rules; and
 - (b) approved by the Speaker before being reimbursed to the member.

CM 2008 – 083 The Commission gave first approval to the following proposed amendment of the *Members' Resources and Allowances Rules*:

Subsection 41(2) of the *Members' Resources and Allowance Rules* is amended by adding immediately after paragraph (c) the following:

- (c.1) property taxes;

CM 2008 – 084

The Commission gave first approval to the following proposed amendment of the *Members' Resources and Allowances Rules*:

Section 42 of the *Members' Resources and Allowance Rules* is repealed and the following is substituted:

Restriction on meal allowance

42. Where a member makes a claim under subsection 46(3) relating to a meal expense, the member shall not claim a meal allowance under this Part for that meal expense.

CM 2008 – 085

The Commission considered the recommendations of the Report on Caucus Resources and approved the following caucus resources:

1. Base Caucus Funding:

Government Members' Caucus and the Third Party Caucus shall be entitled to base caucus funding of \$100,000 per fiscal year for the purpose of research and administration.

2. Variable (per private Member) Funding:

Each caucus shall be entitled to \$18,000 per fiscal year for each private Member, for the purpose of research and administration. A private Member is defined as a Member who is not the Speaker or a Member of Executive Council.

3. Allocation to Party Leaders:

The Leader of the Official Opposition shall be entitled to \$253,600 per fiscal year for core staff support. The Leader of the Third Party shall be entitled to 50% of the amount allocated to the Leader of the Official Opposition for that purpose.

4. Assistant to House Leaders:

The Government House Leader and the Opposition House Leader shall each be entitled to an assistant to be paid on the PS-05 salary scale.

5. Salary Adjustments:

The allocations under items 1 to 4 above shall reflect any salary adjustments made to the Management Pay Plan of the Executive Branch, beginning with the 2008-2009 fiscal year.

6. Operational Funding:

Each caucus shall be entitled to \$100 per month for each Member of that caucus, with a monthly minimum of \$800, to fund miscellaneous operational purchases. The Speaker shall be entitled to \$100 per month. Beginning with the 2009-2010 fiscal year, this allocation shall be adjusted based on the provincial Consumer Price Index for the prior calendar year. Guidelines respecting eligible and ineligible purchases under this allocation shall be determined by the Commission. Each caucus shall submit a report detailing

expenditures on the use of this allocation to the Commission within 90 days after the end of each fiscal year.

7. Funding Adjustments:

When a caucus increases in number and becomes entitled to additional amounts, that increase shall be effective immediately. When a caucus decreases in number, the calculated reduced amount shall not take effect until the beginning of the next fiscal year.

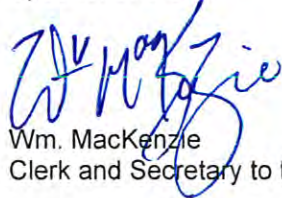
8. Caucus Management:

Each caucus will designate an administrative staff person to liaise with the Office of the Clerk and Corporate and Members' Services Division on financial and human resource management matters.

CM 2008 – 086 Implementation in the current fiscal year of the decisions outlined in **CM 2008-085** is subject to availability of funds.

CM 2008 – 087 The Commission deferred a decision on Recommendations 2, 16 and 17 of the report on the Review of Caucus Resources to a subsequent meeting of the Commission.

Adjournment: 1: 00 p.m.
Hon. Roger Fitzgerald, MHA
Speaker and Chair



Wm. MacKenzie
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: November 18, 2008

Location: House of Assembly Chamber

Time: 2:00 p.m. – 5:00 p.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Beth Marshall, MHA (PC) Topsail

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

Hon. Trevor Taylor, MHA (PC) The Straits - White Bay North

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

Other:

Mr. Tom Osborne, Deputy Speaker

Ms. Marlene Lambe, Chief Financial Officer

Ms. Marie Keefe, Policy & Communications Officer

CM 2008 – 088 The minutes of the House of Assembly Management Commission meeting held on October 15, 2008 were amended to include Mr. Tom Osborne, Deputy Speaker in the list of attendees.

The Speaker gave an update on authorizations made under Section 18(4).

CM 2008 – 089 The Commission gave final approval to the following amendment of the *Members' Resources and Allowances Rules*:

Subsection 41(2) of the *Members' Resources and Allowance Rules* is amended by adding immediately after paragraph (c) the following:

(c.1) property taxes;

CM 2008 – 090 The Commission gave final approval to the following amendment of the *Members' Resources and Allowances Rules*:

Section 42 of the *Members' Resources and Allowance Rules* is repealed and the following is substituted:

Restriction on meal allowance

42. Where a member makes a claim under subsection 46(3) relating to a meal expense, the member shall not claim a meal allowance under this Part for that meal expense.

CM 2008 – 091 The Commission directed that the Management Certification contract and related documents be referred to the Professional Services and Internal Audit Division of the Comptroller General's Office for review, with a report to be brought back to the Commission.

CM 2008 – 092 The Commission declined Ms. Jones' request to invite Metrics EFG to appear before a public meeting of the Commission to provide rationale for the recommendations contained in the report, Review of Caucus Resources.

CM 2008 – 093 The Commission considered recommendations 2, 14 and 16 of the Report on Caucus Resources and decided the following:

1. The Commission rejected recommendation 2 to provide base funding of \$250,000 to the Official Opposition.
2. The Commission decided that the caucuses of any registered parties will be treated the same as the Third Party.
3. The Commission decided that Independent Members not affiliated with a registered political party shall be entitled to the Variable (per Private member) funding of \$18,000 per fiscal year, subject to the approved salary adjustment formula, for the purpose of research and administration, and Operational Funding of \$100 per month for miscellaneous operational purposes, subject to the approved adjustment formula.

CM 2008 – 094 The Commission approved the audited financial statements for the year ended 31 March 2008 as recommended by the Audit Committee.

CM 2008 – 095 Pursuant to Subsection 20(4) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission delegated to the Speaker of the House of Assembly, in consultation with the Government House Leader, the Official Opposition House Leader and the Leader of the Third Party, the power to make decisions respecting financial matters relating to the administration of the House of Assembly and statutory offices provided that the decision is urgently required and the Commission is unable to meet on the matter in a timely manner. A decision made under this directive and reasons for it shall be recorded and reported back at the next meeting of the Commission.

CM 2008 – 096 The Commission approved and adopted the Purchasing Policy-Under \$200, dated November 2008, for the Members of the House of Assembly.

CM 2008 – 097 The Commission approved the following proposed amendments to the *House of Assembly Accountability, Integrity and Administration Act*, and directed the Clerk to prepare a Cabinet submission for the Government House Leader's signature and transmittal to Executive Council recommending that a Bill be introduced in the House of Assembly to give effect to the amendments:

Paragraph 2(g) of the *House of Assembly Accountability, Integrity and Administration Act* is amended by adding immediately after the word "commissioner" a comma and the words and comma "unless the context indicates otherwise".

Paragraph 2(i) of the Act is amended by deleting the number "5" and substituting the number "6".

Subparagraph 2(r)(v) of the Act is amended by deleting the word "Citizen's" and substituting the word "Citizens'".

Paragraph 3(g) of the Act is amended by deleting the words "the responsibility of" and substituting the words "responsibility for the".

Section 6 of the Act is amended by deleting the word "following" and substituting the words "immediately before".

Paragraph 11(4)(b) of the Act is amended by deleting the word "or" and substituting the word "and".

Paragraph 12(1)(g) of the Act is repealed and the following is substituted:

(g) leader of a third party, \$18,367;

Paragraph 12(1)(k) of the Act is amended by deleting the words and hyphen “chairperson-public” and substituting the words and comma “chairperson, public”.

Subsection 13(3) of the Act is amended by adding immediately after paragraph (a) the following:

(a.1) adoption, pregnancy or parental leave as established by directive;

Section 13 of the Act is amended by adding immediately after subsection (3) the following:

(3.1) Notwithstanding paragraph (3)(e), the Speaker may, under paragraph (3)(g), approve the absence of a member where he or she must attend to constituency duties within his or her constituency where the Speaker is of the opinion that the absence was necessary and in accordance with directives of the commission.

Paragraph 13(3)(e) of the Act is amended by deleting the figure “19.1” and substituting the figure “19.2”.

Subsection 14(1) of the Act is amended by adding immediately after the words “until the” the words “day immediately before the”.

Subsection 14(2) of the Act is repealed and the following is substituted:

(2) Notwithstanding subsection (1), a member shall not claim reimbursement of expenses under subsection 11(2) from and after the date an election is called until the date of his or her reelection as a member

Subsection 18(2) is amended by adding immediately after the word “commission” the words and comma “and when presiding, will vote in the case of a tie”.

Subsection 18(4) is repealed and the following is substituted:

(4) Where there is no third party, the member chosen for the purposes of paragraph (3)(g) shall be an additional member from the official opposition caucus.

Subsection 18(8) of the Act is repealed and the following is substituted:

(8) A quorum of the commission shall be 50% of its members, provided that
(a) one member representing the government;

- (b) one member representing a party in opposition to the government; and
- (c) the speaker or the deputy speaker

shall be present during a meeting of the commission.

Section 18 of the Act is amended by adding immediately after subsection (10) the following:

- (11) Upon a dissolution of the House of Assembly, the commission members shall, until the members of the commission are replaced, be considered to remain in office as commission members as if there had been no dissolution.

Subsection 20(3) of the Act is repealed and the following is substituted:

- (3) Notwithstanding paragraph (1)(c), where a financial or management policy has not been established by the commission for the House of Assembly and statutory offices, the financial and management policies of the government shall apply.

Paragraphs 20(5)(b) and (c) of the Act are repealed and the following are substituted:

- (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 before September 1 immediately following the fiscal year to which that audit relates;
- (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 before September 1 immediately following the last fiscal year to which that audit relates.

Paragraph 23(7)(d) of the Act is repealed and the following is substituted:

- (d) review the financial statements, audit report and recommendations of the auditor and give advice about them to the commission, including, where the committee considers it appropriate, recommending that the commission approve and sign the financial statements;

Subsection 24(1) of the Act is amended by deleting the comma immediately after the word "reimbursement".

Section 24 of the Act is amended by adding immediately after subsection (8) the following:

- (9) Notwithstanding that an expense claim has been denied, in accordance with the rules, by an officer, staff member or the Speaker, where there

is an appeal to the commission under this section and the commission determines that that claimed expense amount

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

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

Paragraph 32(2)(a) of the Act is amended by deleting the word “Citizen’s” and substituting the word “Citizens’ ”.

Paragraph 32(2)(d) of the Act is amended by deleting the number “5” and substituting the number “6”.

Subsection 35(1) of the Act is amended by deleting the word “by” where it last occurs.

Subsection 37(3) of the Act is amended by deleting the words “decides to conduct” and substituting the word “conducts”.

Subsection 45(7) of the Act is amended by adding immediately after the word “service”, the words “and the statutory offices”.

Subsection 48(2) of the Act is amended by adding immediately before the word “directive” the words “rule or”.

Paragraph 51(e) of the Act is amended by adding a comma immediately after the word “salaries”.

Paragraph 54(1)(c) of the Act is repealed and the following is substituted:

- (c) “investigator” means the citizens’ representative appointed under the *Citizens’ Representative Act*;

Subsection 54(2) of the Act is repealed and the following is substituted:

- (2) Notwithstanding paragraph (1)(c), where a disclosure relates to the citizens’ representative, the commissioner shall be the investigator for the purposes of this Part.

Section 62 of the Act is amended by renumbering it as subsection 62(1) and by adding immediately after that subsection the following:

- (2) The investigator shall be a party to a proceeding respecting a complaint made under subsection 59(2) and shall have the carriage of that complaint before the Labour Relations Board.

Commencement

- (1) This Act shall be considered to have come into force on June 14, 2007.
- (2) The amendment to subsection 18(2) should come into force on the date of Royal Assent in order to ensure decisions of the commission are not invalidated

CM 2008 – 098 The Commission approved base funding of \$100,000 for the Official Opposition with a review of the funding to be conducted in the 2009–10 fiscal year.

Adjournment: 5: 00 p.m.
Hon. Roger Fitzgerald, MHA
Speaker and Chair


Wm. MacKenzie
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: December 3, 2008

Location: House of Assembly Chamber

Time: 5:15 p.m. – 6:15 p.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

Ms. Beth Marshall, MHA (PC) Topsail

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

Hon. Trevor Taylor, MHA (PC) The Straits - White Bay North

Other:

Ms. Marlene Lambe, Chief Financial Officer

Ms. Marie Keefe, Policy & Communications Officer

Regrets:

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

Mr. Kelvin Parsons, Opposition House Leader

CM 2008 – 099 The minutes of the House of Assembly Management Commission meeting held on November 18, 2008 were approved as read.

CM 2008 – 100 The Commission considered a letter of appeal from the Member for Placentia – St. Mary's regarding the Member's constituency travel budget and referred the matter to the Members' Compensation Review Committee.

CM 2008 – 101 The Commission considered the proposed Signage Policy for Constituency Offices and deferred approval to a subsequent meeting of the Commission to allow for further amendments to the policy.

CM 2008 – 102 The Commission decided that budget transfers to be brought to the Commission for approval or ratification would be those identified in the Transfer of Funds Policy adopted at the July 3 meeting of the Commission. All other budget transfers would be brought for reporting purposes only.

Adjournment: 6:10 p.m.
Hon. Roger Fitzgerald, MHA
Speaker and Chair

A handwritten signature in blue ink, appearing to read 'Wm. MacKenzie', written in a cursive style.

Wm. MacKenzie
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: January 27, 2009

Location: House of Assembly Chamber

Time: 1:30 p.m. – 5:00 p.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Beth Marshall, MHA (PC) Topsail

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

Hon. Trevor Taylor, MHA (PC) The Straits - White Bay North

Other:

Mr. Tom Osborne, Deputy Speaker

Ms. Marlene Lambe, Chief Financial Officer

Regrets:

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

The Commission held an *in camera* session at the beginning of the meeting to discuss a legal matter. There was no decision made at the *in camera* session to be reported at the televised portion of the meeting.

CM 2009 – 001

The minutes of the House of Assembly Management Commission meeting held on December 3, 2008 were approved as read.

The Speaker gave an update on authorizations made under Section 18(4) of the *Members Resources and Allowances Rules*. The amount of \$ 460.00 was approved for a security camera for the Constituency Office of the Member for Bay of Islands because of security issues at the Member's office. The amount of \$10,285.00 (HST excluded) was approved for the leasing costs for the Constituency Office for the Member for Port de Grave as this was the lowest bid on public tender.

- CM 2009 – 002** The Commission approved the pre-commitment of funds up to \$60,000 for the 2009-2010, 2010-11 and 2011-12 budget appropriations for consulting services for the management certification process.
- CM 2009 - 003** The Commission approved the pre-commitment of funds up to \$10,000 for the 2009-2010, 2010-11 and 2011-12 budget appropriations for audit services for the annual audits of the Office of the Auditor General.
- CM 2009 - 004** The Commission, pursuant to S. 24(9) of the *Act*, approved the reimbursement of expenses totaling \$1,878.12, as detailed in the Member's correspondence received September 30, 2008, which were submitted by the Member for Cartwright-L'Anse au Clair later than the 60 day deadline as required by S.7(6) of the *Members' Resources and Allowances Rules*.
- CM 2009 - 005** The Commission, pursuant to S. 24(9) of the *Act*, approved expense claims totaling \$229.36, as detailed in the Member's correspondence of November 28, 2008, which were submitted by the Member for The Isles of Notre Dame later than the 60 day deadline as required by S.7(6) of the *Members' Resources and Allowances Rules*.
- CM 2009 – 006** The Commission directed the Clerk to draft amendments to Section 20 of the *Members' Resources and Allowances Rules* such that the provisions of the *Public Tender Act* would apply to the leasing of Members' constituency offices.
- CM 2009 – 007** The Commission approved, pursuant to the House of Assembly Transfer of Funds policy, the transfer of \$11,600 from Caucus Operations and Members' Expenses – Purchased Services to Caucus Operations and Members' Expenses – Grants and Subsidies.
- CM 2009 – 008** The Commission approved, pursuant to the House of Assembly Transfer of Funds policy, the transfer of \$14,000 from Office of the Chief Electoral Officer – Professional Services to Office of the Chief Electoral Officer – Grants and Subsidies.

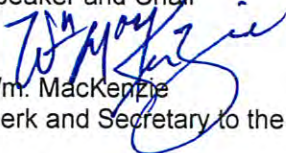
In Camera

CM 2009 – 009

The Commission, at *in camera* session, concluded deliberations from *in camera* budget meetings held on January 20 and 21, and approved the 2009-10 budget estimates for the Legislature to be forwarded to the Minister of Finance for inclusion in the 2010 Estimates and voted on in the House of Assembly.

Adjournment: 5:00 p.m.

Hon. Roger Fitzgerald, MHA
Speaker and Chair


Wm. MacKenzie
Clerk and Secretary to the Commission



**House of Assembly
Newfoundland and Labrador**

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

Date: March 18, 2009

Location: House of Assembly Chamber

Time: 9:00 p.m. – 3:15 p.m.

Members Present:

Hon. Roger Fitzgerald, Speaker

Mr. William MacKenzie, Clerk of the House of Assembly

Hon. Joan Burke, Government House Leader

Mr. Kelvin Parsons, Opposition House Leader

Ms. Yvonne Jones, MHA (L) Cartwright - L'Anse Au Clair

Ms. Beth Marshall, MHA (PC) Topsail

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

Hon. Trevor Taylor, MHA (PC) The Straits - White Bay North

Other:

Mr. Tom Osborne, Deputy Speaker

Ms. Marlene Lambe, Chief Financial Officer

Ms. Marie Keefe, Policy & Communications Officer

Invited Guest:

Mr. John Noseworthy, Auditor General

Regrets:

None

The Commission held an *in camera* session at the beginning of the meeting to discuss personnel and legal matters. There were no decisions made at the *in camera* session to be reported at the televised portion of the meeting.

The Members of the Management Commission and officials of the House of Assembly Service stood for a moment of silence to acknowledge the victims of the Cougar helicopter crash on March 12, 2009.

CM 2009 – 010 The minutes of the House of Assembly Management Commission meeting held on January 27, 2009 were approved as read.

The Speaker gave an update on authorizations made under Section 18(4) of the *Members Resources and Allowances Rules*. The amount of \$1600.00 was approved for a sign for the Constituency Office of the former Member for Baie Verte – Springdale, Mr. Tom Rideout. The approval was delayed due to the late submission of the invoice and the retirement of the Member.

The Speaker reported authorizations for travel under extenuating circumstances as provided for in Section 43 of the *House of Assembly Accountability, Integrity and Administration Act*. The Speaker approved meals and accommodations for Ms. Patty Pottle on February 10 and February 12 – 15, 2009 at a total cost of \$522.47. Ms. Pottle was stranded in Postville due to adverse weather conditions.

CM 2009 – 011 The Commission, pursuant to section 64 of the *House of Assembly Accountability, Integrity and Administration Act*, gave approval to the following amendment to the *Members' Resources and Allowances Rules*:

Paragraph 20(8)(c) of the *Members' Resources and Allowances Rules* is repealed and the following is substituted:

- (c) where accommodation referred to in paragraph (b) cannot be obtained, the member shall decide in which community his or her office will be located and the member shall obtain in that community commercial office accommodation in accordance with the tender processes for leasing commercial space under the *Public Tender Act*.

Subsection 20(9) of the Rules is repealed and the following is substituted:

- (9) A tender for accommodation under paragraph (8)(c) shall stipulate that the lease shall be terminable at or before the expected date of the next general election.
- (9.1) Proposal documentation submitted by a landlord responding to a tender made under paragraph (8)(c) shall

include the total monthly cost, including utilities, taxes, insurance, security, janitorial services, signage and snow-clearing.

Subsection 20(10) of the Rules is repealed and the following is substituted:

- (10) A lease contract for office accommodation acquired under this section shall be prepared between "Her Majesty the Queen in Right of the Province of Newfoundland and Labrador, represented here by the Honourable the Speaker of the House of Assembly" and the owner of the office space and the cost of that preparation shall, unless stipulated otherwise by the speaker in exceptional cases, be paid directly by the House of Assembly in accordance with the approved office lease.


- CM 2009 - 012** The Commission considered whether to proceed with the financial statement audits for 1999-2000 and 2000-2001 fiscal years and requested additional information regarding the process and costs involved to recreate financial statements for the period be provided at a subsequent meeting.
- CM 2009 - 013** The Commission approved the recommendation of the Audit Committee that the Auditor General be appointed the auditor for the House of Assembly for the year ended March 31, 2009.
- CM 2009 - 014** The Commission, pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, approved the Standard Signage Policy for Constituency Offices, dated March 2009.
- CM 2009 - 015** The Commission, pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, approved the Inventory Management Policy, dated March 2009, for the House of Assembly and the Statutory Offices, with section 4.2 amended to include laptops and cameras.
- CM 2009 - 016** The Commission, pursuant to subsection 24(9) of the *Act*, approved the reimbursement of expenses totaling \$166.19, as detailed in the Member's correspondence of February 3, 2009, which were submitted by the

Member for St. John's Centre later than the 60 day deadline as required under subsection 7(6) of the *Members' Resources and Allowances Rules*.

CM 2009 - 017

The Commission, pursuant to subsection 24(9) of the Act, approved expense claims totaling \$120.00, as detailed in the Member's correspondence of February 23, 2009, which were submitted by the Member for Burgeo-LaPoile later than the 60 day deadline as required under subsection 7(6) of the *Members' Resources and Allowances Rules*.

Adjournment: 3:15 p.m.
Hon. Roger Fitzgerald, MHA
Speaker and Chair

A handwritten signature in blue ink, appearing to read 'Wm. MacKenzie', is written over the printed name and title.

Wm. MacKenzie
Clerk and Secretary to the Commission

Rule Amendments

RULE AMENDMENTS

The following rule amendments were approved by the Commission during the reporting period ending March 31, 2009.

1. Temporary Accommodations CM 2008 – 023

Background

The Members' Resources and Allowances Rules provided a maximum of \$125.00 inclusive of HST, to cover all costs associated with nightly temporary accommodations. The Commission approved the following amendment:

Subparagraphs 31(1)(b)(i), 33(b)(i), 35(b)(i) and Paragraph 38(2)(b) are repealed and the following is substituted:

“the actual cost of temporary standard room accommodations, with receipts, for every night the accommodations are actually occupied by the member”

Subparagraphs 32(2)(b)(i), 36(2)(b)(i) and 37(b)(i) are repealed and the following substituted:

“the actual cost of temporary standard room accommodations in the constituency for every night actually spent in the constituency ”

As required under subsection 15(5) of the Act, the amendment was voted on at the April 11, 2008 meeting, posted on the House of Assembly website, tabled in the House of Assembly on April 14 and voted on at the next meeting of the Commission held on April 18, 2008. The rule amendment became effective on April 25, 2008, the date of its publication in the NL Gazette.

2. Private Accommodations CM 2008 - 023

Background

The Members' Resources and Allowances provided \$25 per night for private accommodations. The Commission approved the following amendment:

Subparagraphs 31(1)(b)(ii), 32(2)(b)(ii), 33(b)(ii), 35(b)(ii), 36(2)(b)(ii), 37(b)(ii) and paragraph 38 (2)(b) are amended by deleting the amount of “\$25” and substituting the amounts and words “\$53 on the island and \$71 in Labrador”.

As required under subsection 15(5) of the Act, the amendment was voted on at the April 11, 2008 meeting, posted on the House of Assembly website, tabled in the House of Assembly on April 14 and voted on at the next meeting of the Commission held on April 18, 2008. The rule amendment became effective on April 25, 2008, the date of its publication in the NL Gazette.

3. Maximum Nights
CM 2008 – 023

Background

The Members' Resources and Allowances Rules under *The House of Assembly Accountability, Integrity and Administration Act* (The Act) provided that a Member could travel to the Capital region a maximum of 35 nights when the House is not in session.

The Commission approved the following amendment:

Paragraphs 35(b), 36(2)(b) and 37(b) are amended by deleting the number “35” and substituting the number “50”.

As required under subsection 15(5) of the Act, the amendment was voted on at the April 11, 2008 meeting, posted on the House of Assembly website, tabled in the House of Assembly on April 14 and voted on at the next meeting of the Commission held on April 18, 2008. The rule amendment became effective on April 25, 2008, the date of its publication in the NL Gazette.

4. Meal Per Diems
CM 2008 – 023

Background

Subsection 31(2)] of *The Members' Resources and Allowances Rules* did not allow any meal per diems to be claimed while a Member was traveling to/from the Capital Region. The Commission approved the following amendment:

Subsection 31(2) is amended by deleting the word, brackets and letter “or (c)”.

The effect of this amendment is that Members can now claim meal per diems while traveling to/from the Capital Region.

As required under subsection 15(5) of the Act, the amendment was voted on at the April 11, 2008 meeting, posted on the House of Assembly website, tabled in the House of Assembly on April 14 and voted on at the next meeting of the

Commission held on April 18, 2008. The rule amendment became effective on April 25, 2008, the date of its publication in the NL Gazette.

**5. Committee Per Diem
CM 2008 – 082**

Background

At the June 4 meeting, the Commission, pursuant to subsection 12(3) of the *House of Assembly Accountability, Integrity and Administration Act* (the Act), approved the establishment of a Per Diem of \$145 to a member who is a member of a Standing or Select Committee of the House of Assembly, the Commission or a committee of the commission, provided the member is not a minister or the holder of a position referred to in subsection 12 (1) of the Act. The Chair of such committees was approved to receive a Per Diem of \$190. **CM 2008 – 059** refers. The following rule amendment received first approval at the July 3, 2008 meeting and final approval at the October 15, 2008 meeting of the Commission.

Section 45 of the *Members' Resources and Allowances Rules* is repealed and the following is substituted:

Committee allowance

45 (1) A member who is a member of a standing or select committee of the House of Assembly, the commission or a committee of the commission may claim for reasonable expenses related to attendance at a committee or commission meeting when the House of Assembly is not in session.

(2) A member who is a member of a standing or select committee of the House of Assembly, the commission or a committee of the commission, other than a chair, may claim a daily amount of \$145 for attendance at a committee or commission meeting when the House of Assembly is not in session.

(3) A member who is a chair of a standing or select committee of the House of Assembly, the commission or a committee of the commission may claim a daily amount of \$190 for attendance at a committee or commission meeting when the House of Assembly is not in session.

(4) Subsections (2) and (3) shall not apply to a member who is a minister or who holds a position referred to in subsection 12(1) of the Act.

- (5) Reasonable expenses claimed under subsection (1) shall be
 - (a) in accordance with the Travel and Allowance rates permitted under these Rules; and
 - (b) approved by the Speaker before being reimbursed to the member.

The new section 45 came into force on October 31, 2008, the date of publication in the NL Gazette.

**6. Secondary Residences Property Taxes
CM 2008 – 089**

Background

Property taxes were not listed as an eligible expense under the secondary residence rules in subsection 41(2) of the *Members' Resources and Allowances Rules*. Paragraph 41(2)(h) of the Rules allows the addition, as eligible expenses under the secondary residence rules, of “those other items that may be directed by the commission”.

At the July 3 meeting, the Commission approved the following draft amendment

Subsection 41(2) of the *Members' Resources and Allowance Rules* is amended by adding immediately after paragraph (c) the following:
(c.1) property taxes;

As required under subsection 15(5) of the *House of Assembly Accountability, Integrity and Administration Act*, the amendment received first approval at the October 15, 2008 meeting, was posted on the House of Assembly website, distributed to Members of the House of Assembly and received final approval at the Commission meeting held on November 18, 2008.

The rule amendment became effective on November 28, 2008, the date of publication in the NL Gazette.

**7. Restriction on Meal Allowance
CM 2008 – 090**

Background

Subsection 46(3) of the *Members' Resources and Allowances Rules*, permits a Member to use his/her constituency allowance to purchase a meal for the purpose of constituency business but section 42 prohibits the Member from claiming any other meal per diem for that day. The Member may have been placed in a

situation of having to choose between a single constituency work-related meal or a per diem amount for that day.

At the July 3 meeting, the Commission approved the following draft amendment

Section 42 of the *Members' Resources and Allowance Rules* is repealed and the following is substituted:

Restriction on meal allowance

42. Where a member makes a claim under subsection 46(3) relating to a meal expense, the member shall not claim a meal allowance under this Part for that meal expense.

As required under subsection 15(5) of the *House of Assembly Accountability, Integrity and Administration Act*, the amendment received first approval at the October 15, 2008 meeting, was posted on the House of Assembly website, distributed to Members of the House of Assembly and received final approval at the Commission meeting held on November 18, 2008.

The rule amendment became effective on November 28, 2008, the date of publication in the NL Gazette.

Directives

DIRECTIVES

The following directives were approved by the Commission during the reporting period ending March 31, 2009.

1. Guidelines for Hiring Replacement Constituency Assistants CM 2008 – 024

Background

Subsection 26(5) of the *House of Assembly Accountability, Integrity and Administration Act* (the Act) provides that:

- (5) Where a member considers it necessary to engage a temporary replacement for a constituency assistant due to vacation, illness or other absence of the regular assistant that the speaker considers acceptable the member may, with the consent of the speaker, engage a temporary replacement, and the costs associated with that engagement shall be reimbursed by the office of the speaker to the member.

Guidelines were developed to ensure consistency and appropriateness in the hiring of replacement workers.

Directive

The Commission approved guidelines, dated April 2008, for hiring replacement Constituency Assistants.

2. Delegated Travel under Ministerial Expense Reimbursement Policies CM 2008 – 025

Background

At the January 23 and April 11 meetings, the Commission considered whether the Ministerial Expense Reimbursement Policies should apply to a Member or staff person traveling on behalf of those to whom the Policies Apply.

Directive

The Commission directed that a Member or staff person may travel on behalf of those who are covered under the Ministerial Expense Reimbursement Policies,

with these policies to be applied to the expense claim, and costs to be charged to the appropriate allocation.

**3. Guidelines For Providing Shared Secretarial Assistance
CM 2008 – 027**

Background

Subsection 23(2) of the *Members' Resources and Allowances Rules* under the *House of Assembly Accountability, Integrity and Administration Act* (the Act) states:

- (2) Where a member has chosen to have his or her constituency assistant work in office accommodation in the member's constituency or in the member's ministerial or parliamentary or special assistant's offices, the speaker shall provide funding to the caucus with which the member is associated to provide shared secretarial assistance in the Confederation Building complex for all members of that caucus in the same circumstances.

Although subsection 23(2) indicates that the Speaker "shall provide funding to the caucus", it was recommended, and approved by the Commission, to include these staff on the payroll for the House.

Directive

The Commission approved guidelines dated April 2008, for providing shared secretarial assistance.

**4. Revisions to Standard Office Allocation
CM 2008 – 044**

Background

Section 25 (1) of the *Members' Resources and Allowances Rules* states:

"A member is entitled to office furniture, equipment and services for his or her constituency office based on a standard office allocation approved by directive of the commission and may include:

- a) an office furniture and equipment package;
- b) artwork from the Government procurement program;
- c) telephone and facsimile services;
- d) a computer or laptop computer;
- e) personal data communication services;

- f) internet services; and
- g) other items that may be identified and approved by a directive of the commission.”

The Commission approved a standard office furniture, equipment and services package for Members and their constituency assistants at the August 29, 2007 meeting of the Commission. **(CM 2007 – 005 and Directive 2007 – 003 refer.)** A stand for the combination printer/fax/copier/scanner machine and a stand for the printer were omitted from this package.

Directive

Pursuant to subsection 25(1) of the *Members' Resources and Allowances Rules*, the Commission directed that the standard office allocation shall also include:

- > Stand for combination unit (Printer/Fax/Copier/Scanner)
- > Stand for Printer
- > Other furniture and equipment as pre-approved for purchase by the Clerk of the House of Assembly, to a maximum of \$500, with the Clerk to report all such approvals to the Commission.

5. Constituency Assistants- Employment in Vacant District CM 2008 - 073

Background

When a district was without a Member, the past practice has been that the Constituency Assistant remained employed until such time as a new Member was officially elected to ensure that the needs of the constituents in that district were addressed. The new legislation, *House of Assembly Accountability, Integrity and Administration Act*, and the new rules, *Members' Resources and Allowances Rules*, do not address this situation. Therefore, this issue was brought to the Commission for direction.

Directive

The Commission directed that, where a district no longer has a Member, the Constituency Assistant may remain employed until such time as a Member is officially declared elected for the district and the required notice period has elapsed.

6. Clarification Of Rules – Temporary Accommodations CM 2008 – 075

Background

Subsection 41(1) of the *Members' Resources and Allowances Rules* itemizes the eligible expenses which may be included under temporary accommodation expenses. Prior to April 25, 2008 the maximum daily total for all temporary accommodation expenses was \$125, inclusive of HST. At the April 25 meeting, the Management Commission recognized that the \$125 amount was insufficient to cover the costs of all expenses related to temporary accommodations and directed that the subsection 41(1) be amended to “the actual cost of temporary standard room accommodations, with receipts”. At its July 3, 2008 meeting, the Commission provided clarity that the amendment was meant to address the actual room charges, but not intended to exclude other expenses identified in paragraphs 41(1) (b) to (e).

Directive

Pursuant to subparagraph 20(6)(b)(i) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission directed that:

Effective April 25, 2008, in subparagraphs 31(1)(b)(i), 32(2)(b)(i), 33(b)(i), 35(b)(i), 36(2)(b)(i), 37(b)(i) and paragraph 38(2)(b) of the *Members' Resources and Allowances Rules*, the phrase “temporary standard room accommodations” refers to the eligible expenses under paragraph 41(1)(a) – “room charges” – with the actual expenses of paragraphs 41(1) (b) to (e) to be eligible for reimbursement in addition to standard room accommodations expenses.

7. Delegated Authority CM 2008 - 095

Background

Subsection 20(4) of the *House of Assembly Accountability, Integrity and Administration Act* allows the Commission to delegate a power or duty to the speaker or the clerk with certain parameters on that delegation. Paragraph 20(4)(a) reads as follows:

- (4) The commission may, by directive, delegate a power or duty to the speaker or the clerk and where that delegation is made
 - (a) the commission shall establish outcome measurements and accountability recording of measurements that enable that proper oversight and recording be maintained;

Paragraphs 20(4)(b) and (c) indicate that a decision of the Speaker or Clerk would be considered to have been carried out by the commission and the commission remains accountable for the decision.

Directive

Pursuant to Subsection 20(4) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission delegated to the Speaker of the House of Assembly, in consultation with the Government House Leader, the Official Opposition House Leader and the Leader of the Third Party, the power to make decisions respecting financial matters relating to the administration of the House of Assembly and statutory offices provided that the decision is urgently required and the Commission is unable to meet on the matter in a timely manner. A decision made under this directive and reasons for it shall be recorded and reported back at the next meeting of the Commission.

8. Purchasing Policy – Under \$200 CM 2008 - 096

All purchases by or for Members of the House of Assembly, regardless of the dollar value, require public tender, three quotes or documentation indicating how a fair and reasonable price was established. This is in compliance with the *Public Tender Act*.

As a result, a considerable amount of a Member's and/or the Constituency Assistant's time is spent on completing requisitions for forwarding to Corporate and Members' Services and/or obtaining the three quotes for items which have a very low dollar value, such as a package of pens. In addition, it is difficult to anticipate many of these low dollar purchases ahead of time in order that the service/good is received when required.

The Purchasing Policy - Under \$200 is intended to simplify the purchasing process and reduce the turnaround time for these low dollar value items.

Directive

The Commission approved the Purchasing Policy-Under \$200, dated November 2008, for Members of the House of Assembly.

9. **Standard Signage Policy for Constituency Offices**
CM 2009 – 014

Background

At its April 30, 2008 meeting, the Commission directed the Clerk to develop guidelines to provide a consistent and standardized approach for the provision of signs at the constituency offices of Members. (CM 2008 – 033 refers.)

At its December 3, 2008 meeting, the Commission considered the proposed draft policy and deferred approval so that further amendments could be made. (CM 2008 – 101 refers.)

Standardized sign designs are included in the approved policy for both leased and government-owned locations. The policy also includes guidelines for signs in a Constituency Office located in the Member's personal residence.

Directive

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the Standard Signage Policy for Constituency Offices, dated March 2009.

10. **Inventory Management Policy**
CM 2009 – 015

Background

Subsection 25(2) of the *Members' Resources and Allowances Rules* states "All purchases within the standard office allocation remain the property of the government of the province and shall be identified by appropriate markings as House assets". Subsections 25(4) and 25(5) require the Clerk to maintain and update an inventory of all such assets but holds the Member to be responsible and accountable for all items listed in the Member's inventory report.

Inventory software has been purchased and will be used to manage all House assets. Work is in progress to record all the relevant information into the system so that all House assets (inventory items) can be identified, located and tracked. The inventory system will increase the internal controls over assets and provide a mechanism for reporting on these assets.

At its March 18 meeting, the Commission approved the attached policy which provides direction for the accounting and control of items held in inventory including proper acquisition, recognition and measurement, safeguarding, write-

downs and disposal of assets. The policy also ensures compliance with Section 25 of the *Members' Resources and Allowances Rules*. **CM 2009-015 refers.**

Directive

Pursuant to subparagraph 20(6)(b)(ii) of the *House of Assembly Accountability, Integrity and Administration Act*, the Commission approved the Inventory Management Policy, dated March 2009, for the House of Assembly and the Statutory Offices.

Rulings on Allowance Use

RULINGS ON ALLOWANCE USE

The following rulings were issued by the Commission in response to Member appeals under section 24 of the Act.

1. The Commission approved the payment of invoices for advertising during the 2007 Christmas season which did not include contact information and confirmed the requirement to include Member contact information in all future advertising. **CM 2008 – 030.**
2. The Commission directed that Dr. King, MHA, District of Grand Bank, be reimbursed for the cost of attending a function on behalf of his constituents. **CM 2008 – 069.**
3. The Commission considered an appeal from the Member for Baie Verte – Springdale for the reimbursement of expenses incurred by his Constituency Assistant, including telephone, fax and internet charges, and directed that the eligible expenses be reimbursed. **CM 2008 – 072.**
4. The Commission upheld the appeal from Mr. Young, MHA, District of St. Barbe, respecting retroactive payment of parking fees and directed that the parking fees expenses be reimbursed. **CM 2008 – 074.**
5. The Commission, pursuant to S. 24(9) of the Act, approved the reimbursement of expenses totaling \$1,878.12, as detailed in the Member's correspondence received September 30, 2008, which were submitted by the Member for Cartwright-L'Anse au Clair later than the 60 day deadline as required by S.7(6) of the Members' Resources and Allowances Rules. **CM 2009 – 004.**
6. The Commission, pursuant to S. 24(9) of the Act, approved expense claims totaling \$229.36, as detailed in the Member's correspondence of November 28, 2008, which were submitted by the Member for The Isles of Notre Dame later than the 60 day deadline as required by S.7(6) of the Members' Resources and Allowances Rules. **CM 2009 – 005.**
7. The Commission, pursuant to subsection 24(9) of the Act, approved the reimbursement of expenses totaling \$166.19, as detailed in the Member's correspondence of February 3, 2009, which were submitted by the Member for St. John's Centre later than the 60 day deadline as required under subsection 7(6) of the Members' Resources and Allowances Rules. **CM 2009 – 016.**
8. The Commission, pursuant to subsection 24(9) of the Act, approved expense claims totaling \$120.00, as detailed in the Member's correspondence of February 23, 2009, which were submitted by the Member for Burgeo-LaPoile later than the 60 day deadline as required under subsection 7(6) of the Members' Resources and Allowances Rules. **CM 2009 – 017.**

Audit Committee Reports

APPENDIX E
AUDIT COMMITTEE REPORTS

Report 1 – Audit Committee Report dated October 8, 2008

This report, dated October 8, 2008, is the first report of the Audit Committee to the House of Assembly Management Commission, pursuant to Section 23 (8)(c) of the *House of Assembly Accountability, Integrity and Administration Act*.



FIRST 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*

October 8th, 2008

The *House of Assembly Accountability, Integrity and Administration Act* (the *Act*) which was enacted 14 June 2007 provides for an Audit Committee of the House of Assembly Management Commission. The Audit Committee comprises four members: two members of the Commission chosen by the Commission and two persons chosen by the Chief Justice of the Province who are not Members of the House of Assembly. The Audit Committee currently comprises Ms. Janet Gardiner, FCA and Mr. Donald Warr, FCA neither of whom is a Member of the House of Assembly, Mr. Kelvin Parsons, MHA for the District of Burgeo-Lapoile and the undersigned, MHA for the District of Topsail.

Section 23 of the *House of Assembly Accountability, Integrity and Administration Act* provides for the establishment of the Audit Committee and outlines its duties and responsibilities.

Section 43 of the *Act* provides for the audits of the House of Assembly. However it should be acknowledged that the entire statute, which includes the *Members' Resources and Allowances Rules* as a schedule, plays a prominent role in the work of the Audit Committee.

The Audit Committee has met three times since its establishment: on January 29th, February 12th and July 9th, 2008. The following summarizes its activities to date:

1. The Audit Committee has met with the Auditor General, the Comptroller General and the Chief Financial Officer of the House of Assembly to familiarize itself with the House of Assembly and its operations. It is anticipated that the Committee will also, in the near future, meet with the Statutory Officers of the House of Assembly, the Clerk of the House of Assembly and *Grant Thornton* who have completed their work on the management certification process.
2. The Auditor General has completed his audit of the financial statements of the House of Assembly for the year ended 31 March, 2008 and has provided the Speaker and the Audit Committee with copies of the statements. The Committee expects to receive a copy of the management letter within the next few weeks.
3. Subsection 43(9) of the *Act* requires the Auditor General to carry out a compliance audit at least once during each General Assembly. While the Audit Committee has discussed this matter with the Auditor General, it has not been informed when the Auditor General will be carrying out his Compliance Audit.

4. The Comptroller General of Finance carries out the internal audit function of the House of Assembly. Most of the internal audit work carried out to date relates to activities and transactions which occurred prior to the establishment of the Audit Committee and is outside its mandate. However the Committee can report the following:
 - (i) Review of MHA Claims for Duplicate Billings

For the period April 2008 to June 2008 the Comptroller General of Finance reviewed 359 claims submitted by MHAs (including Ministers) to determine if there were any duplicate billings or payments. One minor duplicate amount was corrected prior to payment. The review did not include a review of compliance with the Rules.
 - (ii) Review of Payroll Procedures within the House of Assembly

This audit is in its final stages of review and it is expected that the report will be released shortly.
 - (iii) Review of MHA claims for compliance with legislation, policies and procedures

This review is in its early stages and the Committee is looking forward to the audit report.
5. Justice Green, in his report “Rebuilding Confidence”, recommended that the House of Assembly implement a Management Certification Process to ensure that proper controls exist within the House of Assembly establishment thus enabling the Clerk and Chief Financial Officer to certify that the internal control environment is operating effectively as required by paragraph 28(3)(1) of the *Act*. The Audit Committee will be meeting with a representative of *Grant Thornton* to discuss the certification process.
6. The Audit Committee Manual which outlines the duties and responsibilities of the Audit Committee is nearing completion and will be distributed to all members of the Management Commission of the House of Assembly.

Elizabeth Marshall, MHA
Chair
Audit Committee
October 8th, 2008

APPENDIX E
AUDIT COMMITTEE REPORTS

Report 2 – Audit Committee Report dated March 10, 2009

This report, dated March 10, 2009, is the second report of the Audit Committee to the House of Assembly Management Commission, pursuant to Section 23 (8)(c) of the *House of Assembly Accountability, Integrity and Administration Act*.



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

March 10, 2009

The *House of Assembly Accountability, Integrity And Administration Act* (the *Act*) which was enacted 14 June 2007 provides for an Audit Committee of the House of Assembly Management Commission. The Audit Committee comprises four members: two members of the Commission chosen by the Commission and two persons chosen by the Chief Justice of the Province who are not Members of the House of Assembly. The Audit Committee currently comprises Ms. Janet Gardiner, FCA and Mr. Donald Warr, FCA neither of whom is a Member of the House of Assembly, Mr. Kelvin Parsons, MHA for the District of Burgeo-Lapoile and the undersigned, MHA for the District of Topsail.

Section 23 of the *House of Assembly Accountability, Integrity and Administration Act* provides for the establishment of the Audit Committee and outlines its duties and responsibilities.

Section 43 of the *Act* provides for the audits of the House of Assembly. However it should be acknowledged that the entire statute, which includes the Members' Resources and Allowances Rules as a schedule, plays a prominent role in the work of the Audit Committee.

On 5 February 2009 the Audit Committee of the House of Assembly met to discuss the following matters

1. The Management Certification Process carried out by Grant Thornton in 2008

Mr. John O'Brien, Partner with *Grant Thornton* and Ms. Cheryl Whitten, Manager with *Grant Thornton*, discussed with the Audit Committee the overall project and its results. It was agreed that the Audit Committee would follow up on each weakness identified by *Grant Thornton* during the Management Certification Process to ensure that corrective action has been taken.

2. The Internal Audit Reports issued by the Comptroller General's Office

- (i) Duplicate/Double Billings Review Process (four reports covering the period October 9, 2007 to December 31, 2008);
- (ii) Review of Direct Travel Agency Invoices; and
- (iii) Payroll Processing Review.

Each finding and recommendation of the above three internal audit reports has been followed up in detail with the Comptroller General and House of Assembly staff. During its next meeting, the Audit Committee will decide whether issues identified have been appropriately addressed.

3. The Auditor General's Management Letter for the Year Ended 31 March 2008

This was also discussed with the Comptroller General and the House of Assembly staff. The Audit Committee, at its next meeting, will determine whether appropriate action has been taken to address the issues identified by the Auditor General.

4. Financial Reports of the House of Assembly for the nine months ended 31 December 2008

No major issues were identified.

5. The appointment of the Auditor General as the Auditor of the House of Assembly for the 2008-09 fiscal year

Subsequent to the Commission's approval of the Auditor General as the auditor of the House of Assembly, the Audit Committee will meet with the Auditor General in June 2009 to discuss the audit plan.

Elizabeth Marshall, MHA
Chair
Audit Committee
March 10, 2009

PAYROLL PROCESSING REVIEW OCTOBER, 2008

The Comptroller General's Office has completed an audit of the payroll processing function, of the House of Assembly. The following summarizes the concerns expressed by the Comptroller General and the action taken by Officials of the House of Assembly.

1. Bi-weekly Review of Payroll Register

The Office of the Chief Electoral Officer does not carry out a bi-weekly review of the payroll register as a control to detect unauthorized payroll transactions, errors or overpayment. This is now being done.

2. Delegated Signing Authority

A significant number of payroll staffing action forms were approved by individuals who had not been delegated authority to do so. Officials indicate that delegated signing authority forms have now been updated.

3. Staffing Action Forms

The audit identified 35 staffing actions which did not indicate the date on which the form had been signed off. Officials indicate that staffing action forms are now being properly completed.

4. M.H.A. and Constituency Assistants Payroll

The House of Assembly has responsibility for 25 of the 48 Members. The payroll for Ministers and their Assistants is not processed by the House of Assembly, but rather by their respective Departments. The Comptroller General is recommending that the House of Assembly be provided with detailed payroll information and certain payroll functions for all Members and their Assistants. This matter will be referred to the Management Commission.

5. Payroll for Constituency Assistants

Section 26(4) of the *Members' Resources and Allowances Rules* states that, "Expenses related to constituency assistant salaries and benefits shall be paid directly to constituency employees by the Office of the Speaker". Payroll expenses for a number of Constituency Assistants are currently charged to Departments. The Comptroller General is recommending that these expenses be budgeted for and charged to the House of Assembly. This matter will be referred to the Management Commission.

6. Attendance in the House of Assembly

Section 13(3) of the *House of Assembly Accountability, Integrity and Administration Act* specifies a number of reasons for which a Member can be absent from the House. The Comptroller General is recommending that definitions and policies be developed for three terms referenced in this section of the Act: “serious illness”, “Member’s Family” and “bereavement”. This matter is being referred to the ad hoc Committee on Members’ Leave.

7. Declaration of Attendance in the House of Assembly

Section 13(5) of the *House of Assembly Accountability, Integrity and Administration Act* requires Members to file a declaration of their attendance in the House of Assembly before February 1 of each year, identifying the dates of absences and an explanation. The Comptroller General is recommending that the absences be reported as soon as possible after the Member returns to the House, to ensure timeliness of information.

8. Car Allowance/Gasoline Reimbursement

The audit indicated that some Members received a car allowance and also claimed mileage. Given that the mileage rate already includes a component for the capital cost of the vehicle, the Comptroller General is recommending that existing legislation and policies of the House of Assembly relating to car allowances, gasoline reimbursement and mileage be reviewed. Recovery of any overpayments is also recommended.

9. Attendance Records

The Comptroller General is recommending that the attendance records be maintained on a timely basis and that leave slips be prepared in accordance with Government Policy. Officials have implemented this recommendation.

10. Approval of Overtime

The Comptroller General is recommending that the overtime report of the individual designated to approve overtime reports be approved by a second, independent person. This recommendation has been implemented.

11. Approval of Leave and Accuracy of Attendance Records

The Comptroller General is recommending that leave slips be approved as required by Government Policy and that attendance records be accurately recorded. This recommendation has been implemented.

12. Review of Daily Processing Report

The Comptroller General is recommending that daily processing reports be reviewed and signed by an authorized person. This recommendation has been implemented.

Duplicate/Double Billing Reports

In response to the recommendations of the Green Report, the Comptroller General initiated a process (effective October 9, 2007) whereby claims submitted by MHAs (both in their role as Member and as Minister) would be reviewed and analyzed to determine if any duplicate amounts existed. All MHAs are subject to this review. Those who are Ministers have HOA and Ministerial claims cross-checked.

This process does not in any way replace or mitigate the responsibilities of the claimant or the applicable HOA/Departments in taking applicable measures to prevent/detect duplicate/double billings.

This function does not include any procedures which involve the review of claims for compliance against Ministerial, MHA or other expense reimbursement policies.

Five "Duplicate/Double Billing Reports" have been filed by the Comptroller General since October 9, 2007 for the following periods:

- (i) October, 2007 to March, 2008
- (ii) April 2008 to June 2008
- (iii) July 2008 to September 2008
- (iv) October 2008 to December 2008
- (v) January 2009 to March 2009

Over the past 15 months the Comptroller General's Office has identified twenty-seven duplicate claims within the House of Assembly. All of the duplicate claims have been corrected.

Management Certification
31 August 2008

**HOUSE OF ASSEMBLY
NEWFOUNDLAND AND LABRADOR**

MANAGEMENT CERTIFICATION

DATED 31 AUGUST 2008



OFFICE OF THE AUDITOR GENERAL
St. John's, Newfoundland and Labrador

AUDITOR'S REPORT

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

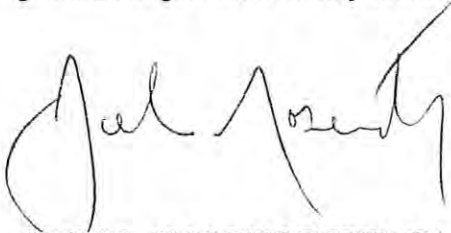
As required by Section 43(6) of the *House of Assembly Accountability, Integrity and Administration Act* (the *Act*), I have audited the Management Certification dated 31 August 2008 prepared by the Clerk of the House of Assembly (Clerk), pursuant to section 28(3) of the *Act*, certifying that appropriate systems of internal control are in place at the House of Assembly and its statutory offices (the Assembly) and are operating effectively. My responsibility under section 43(6) of the *Act* is to express an opinion based on my audit, on whether the Clerk's assessment of the effectiveness of internal controls is fairly stated and whether such internal controls were operating effectively.

I conducted my audit in accordance with standards established by the Canadian Institute of Chartered Accountants for audits of internal control over financial reporting. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether effective internal control over financial reporting was maintained in all material respects. My audit of internal control over financial reporting included obtaining an understanding of internal control over financial reporting, assessing the risk that a material weakness exists, testing and evaluating the design and operating effectiveness of internal control based on the assessed risk, and performing such other procedures as I considered necessary in the circumstances.

The Assembly's internal control over financial reporting is a process designed to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial information. The Assembly's internal control over financial reporting 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 Assembly's assets that could have a material effect on its financial information.

In my opinion, the Clerk's Management Certification dated 31 August 2008 is fairly stated and the internal controls over financial reporting at the Assembly were operating effectively, in all material respects, as at that date.

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.

A handwritten signature in black ink, appearing to read "John Noseworthy". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

JOHN L. NOSEWORTHY, CA
Auditor General

St. John's, Newfoundland and Labrador
8 May 2009

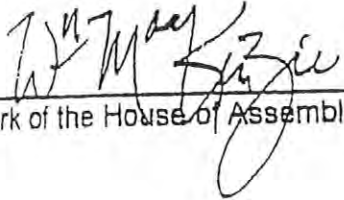


MANAGEMENT CERTIFICATION
HOUSE OF ASSEMBLY – AUGUST 31, 2008

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

I, *William MacKenzie*, 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, 2008;
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 August 31, 2008 and am satisfied with the effectiveness based on such evaluation; and
 - (d) evaluated the effectiveness of the internal control over financial reporting as of August 31, 2008 and am satisfied with the effectiveness based on such evaluation.


Clerk of the House of Assembly

2008. 08. 31.
Date

Financial Information and
Management Certification
31 March 2009



Office of the Auditor General of Newfoundland and Labrador

Head Office
15 Dundee Ave., Mount Pearl
Box 8700 ♦ St. John's, NL ♦ A1B 4J6
T: 709-729-2695 ♦ F: 709-729-5970
Email: adgopp@gov.nl.ca

Auditor General
John L. Noseworthy, CA
T: 709-729-2700
Email: jnoseworthy@gov.nl.ca

Regional Office
1 Union St., Corner Brook
Box 2006 ♦ Corner Brook, NL ♦ A2H 6J8
T: 709-637-2295 ♦ F: 709-637-2595

7 October 2009

Ref: leg1009F04.01

The Honourable Roger Fitzgerald, M.H.A.
Chair of the House of Assembly
Management Commission
House of Assembly
P.O. Box 8700
St. John's, Newfoundland and Labrador
A1B 4J6

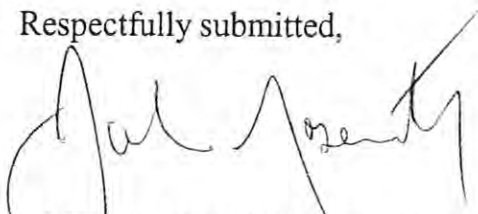
Dear Sir:

In accordance with Section 43 of the *House of Assembly Accountability, Integrity and Administration Act* (the *Act*), I have performed the audit of the House of Assembly and its statutory offices for the year ended 31 March 2009. Section 43(6) of the *Act* requires that the audit consist of:

- an opinion on whether the accounts are fairly presented in accordance with the accounting policies noted;
- an opinion on whether the expenses incurred are in accordance with the policies of the House of Assembly Management Commission and, where applicable, the policies of the Executive Branch of Government; and
- an opinion on whether the Clerk of the House of Assembly's assessment of the effectiveness of internal controls is fairly stated and whether the internal controls are operating effectively.

I enclose 20 copies of the audited financial information and management certification for the year ended 31 March 2009, along with my Auditor's Report thereon. After you and a member of the House of Assembly Management Commission have signed the audited financial information, please return the unbound copy to me.

Respectfully submitted,



JOHN L. NOSEWORTHY, CA
Auditor General

Enclosure

c.c. Mr. William MacKenzie
Clerk of the House of Assembly

House of Assembly Audit Committee:
Elizabeth Marshall, M.H.A., Member
Kelvin Parsons, M.H.A., Member
Janet Gardiner, Member
Donald Warr, Member

HOUSE OF ASSEMBLY
AND ITS STATUTORY OFFICES

FINANCIAL INFORMATION
AND
MANAGEMENT CERTIFICATION

31 MARCH 2009



OFFICE OF THE AUDITOR GENERAL
St. John's, Newfoundland and Labrador

AUDITOR'S REPORT

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

I have audited the schedule of assets and liabilities of the House of Assembly and its statutory offices (the Assembly) as at 31 March 2009 and the schedules of expenditure and related revenue, and gross expenditure and unexpended balances for the year then ended. This financial information has been prepared to comply with the requirements of the *House of Assembly Accountability, Integrity and Administration Act* (the *Act*). The financial information is the responsibility of the Assembly's management. My responsibility is to express an opinion on this financial information based on my audit. 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 Management Certification as at 31 March 2009 prepared by the Clerk of the House of Assembly certifying that appropriate systems of internal control were in place and were operating effectively. My responsibility is to express an opinion based on my audit, on whether the Clerk's assessment of the effectiveness of internal controls was fairly stated and whether such internal controls were operating effectively.

I conducted my audit of financial information, including expenses incurred by the Assembly, in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial information is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial information. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial information presentation. I conducted my audit of the Clerk's Management Certification in accordance with standards established by the Canadian Institute of Chartered Accountants for audits of internal control over financial reporting. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether effective internal control over financial reporting was maintained in all material respects. My audit of internal control over financial reporting included obtaining an understanding of internal control over financial reporting, assessing the risk that a material weakness exists, testing and evaluating the design and operating effectiveness of internal control based on the assessed risk, and performing such other procedures as I considered necessary in the circumstances. The Assembly's internal control over financial reporting is a process designed to provide reasonable assurance regarding the reliability of financial reporting and the preparation of financial information.



OFFICE OF THE AUDITOR GENERAL
St. John's, Newfoundland and Labrador

AUDITOR'S REPORT (cont.)

The Assembly's internal control over financial reporting 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 Assembly's assets that could have a material effect on its financial information.

In my opinion, the financial information presents fairly in all material respects, the assets and liabilities of the Assembly as at 31 March 2009 and the results of its operations for the year then ended in accordance with the accounting policies disclosed in Note 1. This financial information, which has not been, and was not intended to be, prepared in accordance with Canadian generally accepted accounting principles, is solely for the information and use of the House of Assembly Management Commission to comply with the *Act*. This information is not intended to be used for any other purpose. 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. As well, in my opinion, the Clerk's Management Certification as at 31 March 2009 was fairly stated and the internal controls over financial reporting at the Assembly were operating effectively, in all material respects, as at that date. 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.

A handwritten signature in black ink, appearing to read "John L. Noseworthy".

JOHN L. NOSEWORTHY, CA
Auditor General

St. John's, Newfoundland and Labrador
31 August 2009

**HOUSE OF ASSEMBLY
AND ITS STATUTORY OFFICES**

FINANCIAL INFORMATION

31 MARCH 2009

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

31 March

2009

2008

ASSETS

Cash held in trust (Note 2)	\$ 34	\$ 11,183
Accounts receivable (Note 3)	549,600	335,306
Prepaid expenses (Note 4)	55,503	33,235
Inventory (other assets) (Note 5)	660,229	-
Capital assets (Note 6)	182,847	79,759
Total assets	\$ 1,448,213	\$ 459,483

LIABILITIES

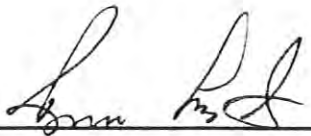
Accounts payable	\$ 670	\$ 13,983
Accrued payroll	474,157	366,854
Accrued paid and annual leave	1,204,308	995,145
Accrued overtime	325,909	223,701
Accrued severance pay (Note 7)	3,356,943	2,860,160
Trust liability (Note 2)	34	11,183
Total liabilities	\$ 5,362,021	\$ 4,471,026


Pensions and Group Health and Life Insurance Benefits (Note 8)

Commitments (Note 9)

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 31 March 2009

	<u>Actual</u>	<u>Estimates</u>	
		<u>Amended</u>	<u>Original</u>
HOUSE OF ASSEMBLY			
Administrative Support			
Salaries	\$ 1,448,682	\$ 1,599,500	\$ 1,492,500
Employee benefits	4,495	9,000	9,000
Transportation and communications	46,470	56,800	56,800
Supplies	37,572	44,700	40,000
Professional services	517,774	995,500	1,028,500
Purchased services	234,349	292,000	486,000
Property, furnishings and equipment	196,565	219,900	39,000
	2,485,907	3,217,400	3,151,800
Revenue - Provincial	(3,733)	-	-
Total: Administrative Support	2,482,174	3,217,400	3,151,800
House Operations			
Salaries	428,118	428,200	402,400
Employee benefits	9,425	9,900	9,900
Transportation and communications	136,053	231,400	231,400
Supplies	14,548	21,000	21,000
Professional services	-	39,900	39,900
Purchased services	38,695	53,000	53,000
Property, furnishings and equipment	20,905	46,700	46,700
Total: House Operations	647,744	830,100	804,300
Caucus Operations and Members' Expenses			
Salaries	7,010,224	7,094,060	6,836,000
Employee benefits	790	800	-
Transportation and communications	47,237	47,300	32,000
Supplies	22,983	30,000	30,000
Professional services	52,545	53,140	15,000
Purchased services	69,657	120,300	148,000
Property, furnishings and equipment	31,025	40,000	40,000
Allowances and assistance	1,338,479	3,554,700	3,554,700
Grants and subsidies	56,700	56,700	45,100
	8,629,640	10,997,000	10,700,800
Revenue - Provincial	(51,025)	-	-
Total: Caucus Operations and Members' Expenses	8,578,615	10,997,000	10,700,800

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended 31 March 2009

	<u>Actual</u>	<u>Estimates</u>	
		<u>Amended</u>	<u>Original</u>
HOUSE OF ASSEMBLY (cont.)			
Hansard and the Broadcast Centre			
Salaries	514,465	556,000	511,900
Employee benefits	1,458	2,500	2,500
Transportation and communications	67,027	153,100	153,100
Supplies	6,204	7,000	7,000
Professional services	24,142	30,000	10,000
Purchased services	108,376	243,400	243,400
Property, furnishings and equipment	301,239	700,600	720,600
Total: Hansard and the Broadcast Centre	1,022,911	1,692,600	1,648,500
Legislative Library			
Salaries	532,096	584,400	547,000
Employee benefits	2,941	3,500	3,500
Transportation and communications	12,235	15,800	15,800
Supplies	53,233	56,300	56,300
Professional services	63,165	184,200	184,200
Purchased services	11,476	13,300	13,300
Property, furnishings and equipment	11,455	12,000	12,000
Total: Legislative Library	686,601	869,500	832,100
Total: House of Assembly	13,418,045	17,606,600	17,137,500
OFFICE OF THE CHIEF ELECTORAL OFFICER			
Salaries	746,974	772,400	695,800
Employee benefits	2,578	4,200	4,200
Transportation and communications	66,128	88,800	88,800
Supplies	20,770	22,100	20,100
Professional services	59,225	171,000	208,000
Purchased services	214,779	221,000	200,000
Property, furnishings and equipment	25,172	25,200	16,800
Grants and subsidies	153,389	154,000	140,000
	1,289,015	1,458,700	1,373,700
Revenue - Provincial	(17,996)	-	-
Total: Office of the Chief Electoral Officer	1,271,019	1,458,700	1,373,700

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
SCHEDULE OF EXPENDITURE AND RELATED REVENUE
For the Year Ended 31 March 2009

	<u>Actual</u>	<u>Estimates</u>	
		<u>Amended</u>	<u>Original</u>
OFFICE OF THE CITIZENS' REPRESENTATIVE			
Salaries	422,104	514,200	464,200
Employee benefits	2,407	2,500	2,000
Transportation and communications	28,428	64,200	64,200
Supplies	4,568	10,000	10,000
Professional services	6,344	10,000	10,000
Purchased services	78,292	102,600	105,000
Property, furnishings and equipment	6,858	6,900	5,000
Total: Office of the Citizens' Representative	549,001	710,400	660,400
OFFICE OF THE CHILD AND YOUTH ADVOCATE			
Salaries	623,776	688,100	624,100
Employee benefits	2,737	3,000	3,000
Transportation and communications	65,044	85,000	85,000
Supplies	9,230	12,000	10,000
Professional services	28,730	42,000	42,000
Purchased services	148,162	187,100	201,800
Property, furnishings and equipment	28,403	30,200	17,500
Total: Office of the Child and Youth Advocate	906,082	1,047,400	983,400
OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER			
Salaries	510,414	555,000	510,800
Employee benefits	3,644	6,500	6,500
Transportation and communications	34,790	49,700	49,700
Supplies	12,036	12,100	8,500
Professional services	78,047	85,000	85,000
Purchased services	72,970	94,600	124,200
Property, furnishings and equipment	50,584	51,500	25,500
Total: Office of the Information and Privacy Commissioner	762,485	854,400	810,200
Total: House of Assembly and its Statutory Offices (Excluding the Office of the Auditor General)	\$ 16,906,632	\$ 21,677,500	\$ 20,965,200

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 31 March 2009

Original estimates (net)	\$ 20,965,200
<u>Transfer from Department of Finance for salary increases</u>	<u>712,300</u>
Original estimates of expenditure	21,677,500
<u>Supplementary supply</u>	<u>-</u>
<u>Total appropriation</u>	<u>21,677,500</u>
Total net expenditure	16,906,632
<u>Add revenues</u>	<u>72,754</u>
<u>Total gross expenditure</u>	<u>16,979,386</u>
<u>Unexpended balance of appropriation</u>	<u>\$ 4,698,114</u>

See accompanying notes

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
31 March 2009

Authority, nature of operations and basis of consolidation

The House of Assembly of Newfoundland and Labrador consists of 48 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 Statutory Offices, as defined by the *House of Assembly Accountability, Integrity and Administration 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

This financial information has been prepared in accordance with the accounting policies set out below.

(a) Basis of accounting

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 Revenue Fund financial statements of the Province of Newfoundland and Labrador, with the exception of the Inventory Management Policy.

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 used 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.

(b) Inventory management

Inventory (other assets) is recorded at historic cost, or at estimated historic cost if historic cost is not available. Inventory (other assets) is comprised of: all office furniture and equipment included in the standard office allocation (as defined in the Members' Resources and Allowances Rules) and located in constituency offices outside the Confederation Building; other office furniture and equipment items purchased for constituency offices outside the Confederation Building with a cost in excess of \$200 per item; all other office furniture and equipment with a cost in excess of \$200 per item; and historic and cultural assets.

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
 PROVINCE OF NEWFOUNDLAND AND LABRADOR
 NOTES TO FINANCIAL INFORMATION
 31 March 2009

2. Cash

The \$34 (2008 - \$11,183) in cash held in trust is held by the Office of the Chief Electoral Officer. There is a corresponding liability for this amount. These monies were deposited by candidates in the 2007 Provincial General Election or during subsequent by-elections from funds provided to the candidates in support of their respective election campaigns. Excess funds that exceed the campaign limits per the *Elections Act, 1991* are held in trust until the next Provincial general election.

Candidates' nomination fees of \$200 per candidate are held until candidates file papers to have these fees reimbursed.

3. Accounts receivable

Accounts receivable include the following:

Accounts receivable from Members or former Members of the House of Assembly:

	<u>2009</u>	<u>2008</u>
Accounts receivable - Excess Constituency Allowances	\$ 924,894	\$ 938,609
<u>Less: allowance for doubtful accounts</u>	<u>430,312</u>	<u>661,640</u>
	<u>494,582</u>	<u>276,969</u>
Accounts receivable - Double billings and other amounts	98,900	128,400
<u>Less: allowance for doubtful accounts</u>	<u>77,501</u>	<u>77,501</u>
	<u>21,399</u>	<u>50,899</u>
Subtotal: Accounts receivable from Members or former Members of the House of Assembly	515,981	327,868
Accounts receivable from employees and other	33,619	7,438
<u>Total accounts receivable</u>	\$ 549,600	\$ 335,306

The Accounts receivable - Excess Constituency Allowances and the related allowance for doubtful accounts were provided by the Office of the Comptroller General.

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
31 March 2009

4. Prepaid expenses

	<u>2009</u>	<u>2008</u>
Prepaid expenses include the following:		
Memberships and subscriptions	\$ 35,723	\$ 23,136
Office space and equipment lease	10,005	5,005
Training and development	9,775	3,960
Miscellaneous	-	1,134
Total prepaid expenses	\$ 55,503	\$ 33,235

5. Inventory (other assets)

An inventory system was implemented in fiscal 2008-09 to manage all assets of the House of Assembly and Statutory Offices as defined by the Inventory Management Policy, March 2009. A valuation for comparative purposes at 31 March 2008 is not included as data from prior periods was not collected in a way that would allow provision of this information.

6. Capital assets

	<u>2009</u>			<u>2008</u>
	<u>Original Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Furniture and equipment	\$ 212,304	\$ 29,457	\$ 182,847	\$ 79,759

A valuation of capital assets was not included in the 2008 financial information because supporting information was not available at that time. Supporting information was prepared during the current year. As a result, the 2008 comparative figures have been adjusted to reflect the fact that the House of Assembly had capital assets with a net book value of \$79,759 at 31 March 2008.

These assets are amortized over a 10 year period.

7. Severance pay

The liability for severance pay 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 year's service. Minimum severance for Members is three months pay, while maximum is twelve months pay.

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
31 March 2009

7. 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, and accordingly, 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 year of 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 uninterrupted service, and accordingly no provision has been made in this financial information for employees who have less than nine years of uninterrupted service with the Province. 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.

8. Pensions and group health and life insurance benefits

The *Members of the House of Assembly Retiring Allowances Act* provides for the payment of pensions to Members of the House of Assembly and Ministers who elect to participate in the Members of the House of Assembly Pension Plan. The staff of the House of Assembly and Statutory Offices participate in the Public Service Pension Plan, as defined by the *Public Service Pension Act, 1991*. Amounts are paid out of the Consolidated Revenue Fund to match the pension contributions of Members, Ministers and staff of the House of Assembly and Statutory Offices. These amounts are costs of the Province of Newfoundland and Labrador, and are not reflected in this financial information as costs of the House of Assembly.

Under the *Pensions Funding Act*, the Province is responsible for liabilities for the cost of future pensions in excess of the contributions made by employees, other plan participants and employers. Any unfunded pension liabilities relating to the Members, Ministers or staff of the House of Assembly and Statutory Offices are liabilities of the Province and are not reflected in this financial information.

All retired employees of the Province and others who participate in one of its pension plans are eligible to participate in the Province's group health and life insurance program. Amounts are paid out of the Consolidated Revenue Fund to match the amounts deducted from those who participate in this program. These amounts are costs of the Province, 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, Ministers or staff of the House of Assembly and Statutory Offices are liabilities of the Province and are not reflected in this financial information.

Details regarding the Members of the House of Assembly Pension Plan, the Public Service Pension Plan and the group health and life insurance program are outlined in the Public Accounts of the Province of Newfoundland and Labrador, Volumes I and II.

HOUSE OF ASSEMBLY AND ITS STATUTORY OFFICES
PROVINCE OF NEWFOUNDLAND AND LABRADOR
NOTES TO FINANCIAL INFORMATION
31 March 2009

9. Commitments

The House of Assembly and its Statutory Offices have outstanding commitments totalling \$2,754,297 relating to the lease of office accommodations. The schedule of payments related to these leases for the next five years is as follows:

2010	\$ 454,141
2011	444,131
2012	422,437
2013	347,584
2014	323,593

10. Income taxes

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

11. Comparatives

Certain of the 31 March 2008 financial statement figures have been restated to be consistent with the 31 March 2009 presentation.

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

31 MARCH 2009



MANAGEMENT CERTIFICATION
HOUSE OF ASSEMBLY –MARCH 31, 2009

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

I, **William MacKenzie**, 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, 2009;
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, 2009 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, 2009 and am satisfied with the effectiveness based on such evaluation.


Clerk of the House of Assembly

2009.06.11.
Date

Recommendations by the Auditor General

APPENDIX H
RECOMMENDATIONS BY THE AUDITOR GENERAL

**Report 1 - Recommendations from the Audit of the Management Certification dated
31 August 2008.**



Office of the Auditor General of Newfoundland and Labrador

Head Office
15 Dundee Ave., Mount Pearl
Box 8700 ♦ St. John's, NL ♦ A1B 4J6
T: 709-729-2695 ♦ F: 709-729-5970
Email: adgopp@gov.nl.ca

Auditor General
John L. Noseworthy, CA
T: 709-729-2700
Email: jnoseworthy@gov.nl.ca

Regional Office
1 Union Street., Corner Brook
Box 2006 ♦ Corner Brook, NL ♦ A2H 6J8
T: 709-637-2295 ♦ F: 709-637-2595

22 October 2009

Ref: leg1009F03.01

The Honourable Roger Fitzgerald, MHA
Chair of the House of Assembly
Management Commission
House of Assembly
P.O. Box 8700
St. John's, Newfoundland and Labrador
A1B 4J6

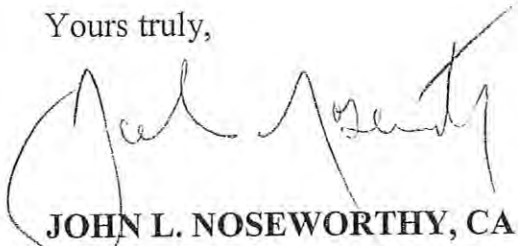
Dear Sir:

In accordance with section 43(6) of the *House of Assembly Accountability, Integrity and Administration Act* (the *Act*), I have performed the audit of the Management Certification, dated 31 August 2008, prepared by the Clerk of the House of Assembly. In my letter to you dated 20 May 2009, I enclosed copies of the Certification along with my Auditor's Report thereon. As required by the *Act*, my audit was directed at expressing an opinion on whether the Clerk's assessment of the effectiveness of internal controls was fairly stated and whether the internal controls were operating effectively.

I enclose a management letter outlining the observations and recommendations relating to matters that have come to my attention as a result of the audit. The letter now contains the response you provided on each of the issues raised.

Please do not hesitate to contact me if you wish to discuss this matter further.

Yours truly,



JOHN L. NOSEWORTHY, CA
Auditor General

Enclosure

c.c. Mr. William MacKenzie
Clerk of the House of Assembly

House of Assembly Audit Committee:
Elizabeth Marshall, MHA, Chair
Kelvin Parsons, MHA, Member
Janet Gardner FCA, Member
Donald Warr FCA, Member



Office of the Auditor General of Newfoundland and Labrador

Head Office

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T: 709-729-2695 ♦ F: 709-729-5970
Email: adgopp@gov.nl.ca

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22 October 2009

Ref: leg1009F03.01

The Honourable Roger Fitzgerald, MHA
Chair of the House of Assembly
Management Commission
House of Assembly
P.O. Box 8700
St. John's, Newfoundland and Labrador
A1B 4J6

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Generally Accepted Auditing Standards

My audit of the Clerk's Management Certification was performed in accordance with standards established by the Canadian Institute of Chartered Accountants for audits of internal control over financial reporting. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether effective internal control over financial reporting was maintained in all material respects. My audit included obtaining an understanding of internal control over financial reporting, assessing the risk that a material weakness exists, testing and evaluating the design and operating effectiveness of internal control based on the assessed risk, and performing such other procedures as I considered necessary in the circumstances.

The Assembly's system of internal control over financial reporting is a process designed to provide reasonable assurance regarding the reliability of financial reporting and preparation of financial information. This system includes those policies and procedures that:

1. pertain to the maintenance of records that, in reasonable detail, accurately and fairly reflect the transactions 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 Assembly's assets that could have a material effect on its information.

Generally accepted auditing standards require that an audit is designed to provide reasonable assurance that the information taken as a whole is free of material misstatement. Reasonable assurance is a concept relating to the accumulation of the audit evidence necessary for the auditor to conclude that there is no material misstatement in the information taken as a whole. Reasonable assurance relates to the whole audit process.

The concept of materiality recognizes that some matters, either individually or in the aggregate, are considered important or critical to those making a decision relating to the financial information or the reliability of a system of control. If an error in the financial information or a weakness in the system of control is significant enough to change or influence the decision of the informed decision maker, a material error or weakness is deemed to have occurred. Below this threshold, any errors or weaknesses are regarded as immaterial. Errors or weaknesses may arise from a number of causes such as fraud or error, departures from accounting policies, inappropriate estimates, non-compliance with policy directives or less than adequate disclosure.

My Audit of the System of Internal Control at the House of Assembly

Prior to the identification by my Office, in 2006, of excess constituency allowances and questionable payments to certain suppliers, there were inadequate controls and management practices at the House of Assembly establishment. These inadequate controls and management practices, along with the decision of the Internal Economy Commission which resulted in the lack of independent scrutiny of expenditures by the Auditor General and the Comptroller General, provided an environment ripe for abuse.

With the enactment of the *House of Assembly Accountability, Integrity and Administration Act*, based on the recommendations in the Report of the Commission on Constituency Allowances and Related Matters (the Green Report), as well as the restoration of independent scrutiny by the Auditor General and the Comptroller General, and the hiring of professional accountants, the financial controls and management practices for the House of Assembly establishment have significantly improved.

My audit of the Clerk's Management Certification was performed in accordance with generally accepted standards established for audits of internal control over financial reporting. In addition to the work which I must perform in documenting, evaluating and validating the system of internal control at the House of Assembly, these standards require that I also review and consider any additional work performed by others in relation to the system of internal control. During the period the firm of Grant Thornton were engaged to assist the Clerk in completing the Management Certification and the Office of the Comptroller General performed a number of reviews of the systems, files and supporting documentation. The comments and recommendations of both Grant Thornton and the Office of the Comptroller General should be considered by the Management Commission and the Clerk in an effort to strengthen the system of control in the future. My findings and recommendations included in this letter are in addition to those reported by both Grant Thornton and the Office of the Comptroller General.

In May 2009, I expressed my opinion that: "...the Clerk's Management Certification dated 31 August 2008 is fairly stated and the internal controls over financial reporting at the Assembly were operating effectively, in all material respects, as at that date". The following observations and recommendations relate to matters that have come to my attention as a result of the audit. Although the issues raised did not preclude me from expressing my opinion on the Clerk's Management Certification, they are provided for your information to assist you and your officials in the administration of the House of Assembly.

1. Double Billing

A double billing occurs when a Member of the House of Assembly (MHA) submits and receives reimbursement for an expenditure which had previously been claimed and reimbursed, or claimed more than once on the same form. During our financial statement and compliance audit of the House of Assembly for the year ended 31 March 2008, we examined a sample of 112 Member's claims and found three incidents where two Members and a former Member had submitted a claim for the same item more than once on the same or subsequent claim. Details are as follows:

- In two instances, the error of submitting the item the second time was found during a review of the claim by staff at the House of Assembly and corrected before the payment was issued to the Member and;
- In one instance, the error was not detected and a double billing occurred. The same expenditure of \$1,133.04 plus HST for a flight and a daily meal and accommodations per diem was submitted by a former Member on two separate expense claims (24 May 2007 and 12 July 2007) which were approved by management and paid to the former Member.

In addition to the incidents noted above, findings detailed in the quarterly "Duplicate/Double Billings Review Process Reports" issued by the Office of the Comptroller General for the first nine months of the 2008-09 fiscal year disclosed seven instances where duplicate claims were submitted by Members, both in their role as Member and in their role as Minister and these claims were processed. In five of these instances, the error was found prior to the payment of the claim. In the other two instances, the payments were made and were later credited back upon detection.

Recommendation

Officials of the House of Assembly should ensure that adequate processes are in place to identify and correct any future double billings.

House of Assembly Response

The Auditor General's recommendation that the House of Assembly should ensure that adequate processes are in place to identify and correct any future double billings has been in effect since January 2007.

*Prior to the general election in October 2007, and the adoption of the new **Members' Resources and Allowances Rules (Members' Rules)** processes to identify and correct double billings were not documented but prior claims were reviewed and documentation requirements were strengthened to ensure that a specific expense had not been previously claimed. The one error that was detected by the audit occurred during this period.*

Since 9 October 2007, this process has been formalized and the details regarding travel, meals and accommodations for each Member are now recorded. As part of the reimbursement process, this documentation is reviewed to ensure expenses have not been previously claimed.

In conjunction with the Office of the Comptroller General and OCIO, the Expense Claims and Management System (ECMS) has been modified and was implemented on June 18, 2009. Reports have been created from the ECMS which track details of all expenses and provides additional assurance in preventing double billings.

Our confidence in the processes in place is confirmed by the Management Certification signed by the Clerk pursuant to Paragraph 28(3) (1) of the Act.

2. Timeliness of Management's Review of Monthly Financial Results

Section 28(3)(i) of the *House of Assembly, Accountability, Integrity and Administration Act* (the *Act*) provides that the Clerk is responsible for reporting regularly to the Commission and informing the Secretary of the Treasury Board regarding the financial and budgetary performance of the House of Assembly and its statutory offices. Section 20(5)(a) of the *Act* requires that the Commission 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.

In addition to the periodic review of financial information as required by the *Act*, there should be a monthly financial results review and sign off by the Clerk, Chief Financial Officer (CFO), Manager of Financial Planning and Reporting, and the Statutory Offices of the financial results package for each branch. During our audit, we reviewed a sample of these financial results packages for eight monthly reporting periods. Our review disclosed:

- For three of the eight monthly reporting periods reviewed, sign off by the CFO had occurred at one time for all three periods. This was more than three months following the first reporting period end date. The Clerk's sign off for these same periods was more than four months following the first reporting period end date;
- For four of the eight monthly reporting periods reviewed, sign off by both the CFO and the Clerk had not been completed as at the date of the audit; and
- For one of the eight reporting periods, the Manager of Planning and Financial Reporting had not signed off on certain of the monthly reporting packages.

Recommendation

Officials of the House of Assembly should ensure that monthly financial results are reviewed and signed off by management on a timely basis.

House of Assembly Response

One of our documented controls is "Monthly financial reports for Divisions and Statutory Offices are reviewed by the Clerk, Chief Financial Officer and Manager, Financial Planning and Reporting". These reports are printed on a monthly basis and each month has a sign off sheet for each of the three officials. However, it was not our intention that reviews of each activity would necessarily occur on a monthly basis but rather a periodic basis.

The financial management analyst and the Manager, Financial Planning and Reporting are analyzing all transactions on a monthly basis. This may be evidenced by the adjusting journal entries to correct any errors in allocations. Also, the Statutory Officers (or delegates) and Divisions are provided with the monthly reports for review and sign off each month.

3. Review of Biweekly Payroll Reports

Reviews and sign offs of biweekly payroll reports by appropriate management are controls that reduce the risk of unauthorized payroll, errors and overpayments. Payroll Audit Error reports are generated each pay period and show any conflicting employee information from the Civil Service Payroll System that requires correction. During our audit of the Clerk's Management Certification, we noted that at the time of our audit these error reports were not signed off by management as evidence of review in either of the three reports in our sample.

Recommendation

Officials of the House of Assembly should ensure that Payroll Audit Error reports are reviewed and signed off as evidence of review.

House of Assembly Response

All payroll audit error reports for the period from March 5, 2008 to March 18, 2009 - 28 pay periods - were reviewed and all but one report was signed on the individual payroll audit error report or on the attached All Screen Batches report. During that time 18 payroll audit error reports show the Manager's signature or initials, 8 were signed by the Manager on the attached All Screen Batches report, 1 had the signature of the Payroll Administrator and 1 was not signed (the report showed no errors) but the attached All Screen Batches report was checked for each item to indicate review.

4. Lack of Documentation in Personnel Files

During our financial statement and compliance audit of the House of Assembly for the year ended 31 March 2008, we reviewed a sample of 13 personnel files to determine what documentation was on file and to assess whether it was complete and accurate. We noted that there was some documentation missing including such items as a copy of a social insurance card or birth certificate, employee information form, or a completed TD1 form.

A supporting documentation checklist should be included in every personnel file, to confirm the completeness of supporting documentation. During our audit of the Clerk's Management Certification we noted that a supporting documentation checklist was not included in three of four samples reviewed.

Recommendation

Officials of the House of Assembly should ensure that personnel files contain complete and accurate documentation.

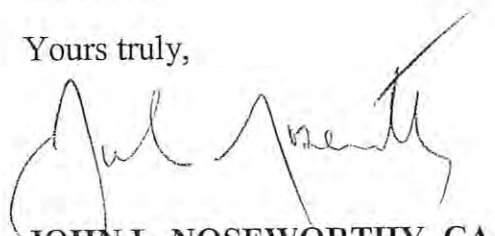
House of Assembly Response

It was recognized by House of Assembly officials in 2006 that the existing personnel files were not complete. However, action to review and identify any incomplete files was delayed due to the priority of other issues which had to be addressed. In the interim, relevant files are reviewed upon resignations or transfers to government departments to ensure that any severance or other payments were correct and the appropriate documentation existed before such payments were processed. During the summer of 2008, a temporary staff person was hired and organized all personnel files so that the information contained in each file was in chronological order and any leave records were placed in separate files. In July, 2009, a second payroll staff person was hired and has started an audit of all personnel files to ensure that any service affecting severance or other employee benefits has been correctly determined.

The three personnel files reviewed that did not contain a supporting documentation checklist related to employees that were hired prior to 2006. It is not our intention to add this checklist to existing files since its main purpose is to insure all proper steps are followed on hiring.

I express my appreciation for the cooperation and assistance extended to my staff during the audit.

Yours truly,



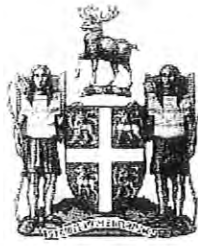
JOHN L. NOSEWORTHY, CA
Auditor General

c.c. Mr. William MacKenzie
Clerk of the House of Assembly

House of Assembly Audit Committee:
Elizabeth Marshall, MHA, Chair
Kelvin Parsons, MHA, Member
Janet Gardner FCA, Member
Donald Warr FCA, Member

APPENDIX H
RECOMMENDATIONS BY THE AUDITOR GENERAL

Report 2 – Recommendations from Audited Financial Information for the House of Assembly and Statutory Offices for the year ended 31 March 2009 and from the audit of the Management Certification dated 31 March 2009.



Office of the Auditor General of Newfoundland and Labrador

Head Office

15 Dundee Ave., Mount Pearl
Box 8700 ♦ St. John's, NL ♦ A1B 4J6
T: 709-729-2695 ♦ F: 709-729-5970
Email: adgopp@gov.nl.ca

Auditor General

John L. Noseworthy, CA
T: 709-729-2700
Email: jnoseworthy@gov.nl.ca

Regional Office

1 Union St., Corner Brook
Box 2006 ♦ Corner Brook, NL ♦ A2H 6J8
T: 709-637-2295 ♦ F: 709-637-2595

24 November 2009

Ref: leg1109F05.01

The Honourable Roger Fitzgerald, MHA
Chair of the House of Assembly
Management Commission
House of Assembly
P.O. Box 8700
St. John's, Newfoundland and Labrador
A1B 4J6

Dear Sir:

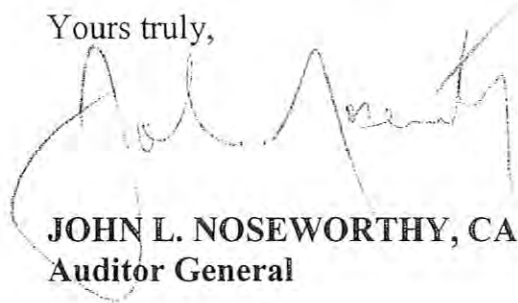
In accordance with section 43 of the *House of Assembly Accountability, Integrity and Administration Act* (the *Act*), I have performed the audit of the House of Assembly and its Statutory Offices for the year ended 31 March 2009. Section 43 of the *Act* requires that the audit consist of:

- an opinion on whether the accounts were fairly presented in accordance with the accounting policies noted;
- an opinion on 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
- an opinion on whether the Clerk of the House of Assembly's assessment of the effectiveness of internal controls was fairly stated and whether the internal controls were operating effectively.

Enclosed is a management letter outlining the observations and recommendations relating to matters that have come to my attention as a result of the audit. The letter now contains the response you provided on each of the issues raised.

Please do not hesitate to contact me if you wish to discuss this matter further.

Yours truly,



JOHN L. NOSEWORTHY, CA
Auditor General

Enclosure

c.c. Mr. William MacKenzie
Clerk of the House of Assembly



Office of the Auditor General of Newfoundland and Labrador

Head Office

15 Dundee Ave., Mount Pearl
Box 8700 ♦ St. John's, NL ♦ A1B 4J6
T: 709-729-2695 ♦ F: 709-729-5970
Email: adgopp@gov.nl.ca

Auditor General

John L. Noseworthy, CA
T: 709-729-2700
Email: jnoseworthy@gov.nl.ca

Regional Office

I Union St., Corner Brook
Box 2006 ♦ Corner Brook, NL ♦ A2H 6J8
T: 709-637-2295 ♦ F: 709-637-2595

24 November 2009

Ref: leg1109F05.01

The Honourable Roger Fitzgerald, MHA
Chair of the House of Assembly
Management Commission
House of Assembly
P.O. Box 8700
St. John's, Newfoundland and Labrador
A1B 4J6

Dear Sir:

In accordance with section 43 of the *House of Assembly Accountability, Integrity and Administration Act* (the *Act*), I have performed the audit of the House of Assembly and its Statutory Offices for the year ended 31 March 2009. Section 43 of the *Act* requires that the audit consist of:

- an opinion on whether the accounts were fairly presented in accordance with the accounting policies noted;
- an opinion on 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
- an opinion on whether the Clerk of the House of Assembly's assessment of the effectiveness of internal controls was fairly stated and whether the internal controls were operating effectively.

This management letter provides the observations and recommendations relating to matters that have come to my attention as a result of the audit.

Generally Accepted Auditing Standards

My audit of the House of Assembly was performed in accordance with Canadian generally accepted auditing standards. In accordance with those standards, my audit included:

- examining, on a test basis, evidence supporting the amounts and disclosures in the financial information;
- assessing the accounting principles used and significant estimates made by management;
- evaluating the overall financial information presentation;
- examining, on a test basis, evidence supporting whether expenditures were made in compliance with legislation and policies;
- obtaining an understanding of internal control over financial reporting, assessing the risk that a material weakness exists, testing and evaluating the design and operating effectiveness of internal control based on the assessed risk; and
- performing such other procedures as I considered necessary in the circumstances.

The Assembly's system of internal control over financial reporting is a process designed to provide reasonable assurance regarding the reliability of financial reporting and preparation of financial information. This system includes those policies and procedures that:

- pertain to the maintenance of records that, in reasonable detail, accurately and fairly reflect the transactions of the Assembly;
- 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
- provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use or disposition of the Assembly's assets that could have a material effect on its information.

Generally accepted auditing standards require that an audit is designed to provide reasonable assurance that the information taken as a whole is free of material misstatement. Reasonable assurance is a concept relating to the accumulation of the audit evidence necessary for the auditor to conclude that there is no material misstatement in the information taken as a whole. Reasonable assurance relates to the whole audit process.

The concept of materiality recognizes that some matters, either individually or in the aggregate, are considered important or critical to those making a decision relating to the financial information or the reliability of a system of control. If an error in the financial information or a weakness in the system of control is significant enough to change or influence the decision of the informed decision maker, a material error or weakness is deemed to have occurred. Below this threshold, any errors or weaknesses are regarded as immaterial. Errors or weaknesses may arise from a number of causes such as fraud or error, departures from accounting policies, inappropriate estimates, non-compliance with policy directives or less than adequate disclosure.

My Audit of the House of Assembly and its Statutory Offices

Prior to the identification by my Office, in 2006, of excess constituency allowances and questionable payments to certain suppliers, there were inadequate controls and management practices at the House of Assembly establishment. These inadequate controls and management practices, along with the decision of the Internal Economy Commission which resulted in the lack of independent scrutiny of expenditures by the Auditor General and the Comptroller General, provided an environment ripe for abuse.

With the enactment of the *House of Assembly Accountability, Integrity and Administration Act*, based on the recommendations in the Report of the Commission on Constituency Allowances and Related Matters (the Green Report), as well as the restoration of independent scrutiny by the Auditor General and the Comptroller General, and the hiring of professional accountants, the financial controls and management practices for the House of Assembly establishment have significantly improved.

As part of my audit I must review and consider any additional work performed by others in relation to the system of internal control. During the period the firm of Grant Thornton were engaged to assist the Clerk in completing the Management Certification and the Office of the Comptroller General continued to perform a number of reviews of the systems, files and supporting documentation. The comments and recommendations of both Grant Thornton and the Office of the Comptroller General should continue to be considered by the Management Commission and the Clerk in an effort to strengthen the system of control in the future. My findings and recommendations included in this letter are in addition to those reported by both Grant Thornton and the Office of the Comptroller General.

The following observations and recommendations relate to matters that have come to my attention as a result of my audit of the House of Assembly and its Statutory Offices for the year ended 31 March 2009. The issues raised did not preclude me from expressing my opinion on the financial information, whether the expenses incurred were in compliance with policies and whether the Clerk's assessment of the system of internal control was fairly stated. These issues have been discussed with officials of the House of Assembly during our audit and are provided for your information to assist you and your officials in the administration of the House of Assembly.

1. Error in prepaid assets

During the audit we noted an error in the prepaid account balance in the schedule of assets and liabilities. Officials of the House of Assembly did not record the prepaid portion of an annual subscription. The amount which was not recorded was \$22,295; however, an adjustment was made at our request.

Recommendation

Officials of the House of Assembly should ensure that the draft Schedule of Assets and Liabilities submitted for audit is complete and accurate.

House of Assembly Response

The House of Assembly will continue its efforts to ensure that all information submitted for audit is complete and accurate. The prepaid balance was immediately adjusted and forwarded to Public Accounts for adjustment.

2. Error in accrued overtime balance

During the audit, we found errors in the calculation of accrued overtime balances for two employees as follows:

- An overstatement of the accrued hours of overtime for one employee which resulted in an error of \$19,105. An adjustment was made at our request.
- An overstatement of the accrued hours of overtime for another employee which resulted in an error of \$2,202. We did not request adjustment of this error.

In addition, officials used inconsistent methods to calculate the accrual of overtime for these two employees, due to different interpretations of the overtime policy for management employees.

Recommendation

Officials of the House of Assembly should ensure that the amount accrued for overtime in the Schedule of Assets and Liabilities submitted for audit is accurate and calculated on a consistent basis for all employees.

House of Assembly Response

- *The House of Assembly will continue its efforts to ensure that the draft Schedule submitted for audit is complete and accurate. We have consulted with Public Service Secretariat regarding the interpretation of the overtime policy and have advised all Divisions and Statutory offices. It is noted that the interpretation of the overtime policy which was utilized by all divisions and most Statutory Offices resulted in understatements rather than overstatements in the accumulated overtime for employees. All records have now been adjusted to credit the additional hours to overtime records.*

- *The overstatement of 361 accrued hours (\$19,105) was identified by the employee when the annual statement of accrued overtime was forwarded to that employee for review and confirmation. This discrepancy was immediately corrected in House records and forwarded to Public Accounts for adjustment. We have subsequently conducted an internal review of all overtime hours accumulated within the House of Assembly Service and Statutory Offices.*
- *The overstatement of 49 accrued hours (\$2,202) related to one employee has been adjusted.*

3. Errors in inventory listing

In 2008 the Assembly began implementing a new software program (Fasse Track) to track all inventory items purchased. This software program, in addition to an Inventory Management Policy became effective 26 March 2009. As part of this Policy, all assets owned by the House of Assembly should be tagged with an asset tag identifying them as House of Assembly assets.

Officials of the House of Assembly provided us with a listing of inventory items as defined in this Policy as at 31 March 2009. We selected a sample of 30 items for testing and found the following errors:

- one item was in the inventory listing at an incorrect value;
- two items were disposed of but still included in the inventory listing; and
- three items did not have an asset tag number attached.

Recommendation

Officials of the House of Assembly should ensure that:

- *the inventory listing is accurately maintained; and*
- *the Inventory Management Policy is followed.*

House of Assembly Response

The House of Assembly will continue its efforts to ensure that the inventory system is accurately maintained and the Inventory Management Policy is followed in all areas.

- *The item identified as listed at the incorrect value was a modular desk consisting of multiple sections with an asset tag on each section; however, the value was assigned to one asset tag. The four extra tags have now been removed.*
- *Both items were disposed of and marked as disposed in the inventory system; however, due to a software problem, they are still showing as in service on the inventory reports. The software company is currently investigating this technical issue.*
- *Two items without asset tag numbers attached were broadcast equipment components purchased near the end of the fiscal year and not yet in service. The remaining item was another broadcast component which has now been properly tagged.*

4. Processing of Members' Claims

Officials process claims from Members for expenditures related to their constituency allowance. These claims are completed and processed in accordance with the rules governing allowance expenditures found in the Members' Resource Manual, which was prepared and released in October 2007. Our audit of a sample of 50 claims disclosed an instance of non-compliance with the rules where a Member's claim did not contain support for payment of an invoice for \$356.88 related to an airline ticket. This claim was approved and paid.

Recommendation

Officials of the House of Assembly should ensure that Members' claims are processed in accordance with the rules.

House of Assembly Response

Although the original proof of payment was not attached to the claim, an email from the Member was attached which verified that the airline ticket had been paid. Section 16 of the Members' Resources and Allowances Rules provides for such circumstances.

5. Payroll documentation

During the audit, we reviewed a sample of personnel files to determine what documentation was on file and to assess whether it was complete and accurate. Officials indicated there was a checklist that had been prepared and placed in personnel files to ensure that standard payroll documentation was in the file to support all payroll actions taken for employees. We reviewed personnel files for 18 employees and noted the following:

- for 5 of the 18 employees there was no oath of office on file; and
- for 2 of the 18 employees there was no copy of a social insurance card.

In addition, we reviewed the sample files to determine if policies were being followed and internal controls were in effect and operating. We noted the following:

- for one division, one of the weekly forms used to track overtime did not contain one of the required authorization signatures and an additional eight weekly forms did not contain the date the form was signed; and
- an error in the carry-forward balance for one employee of their time off in lieu of overtime balance.

Recommendation

Officials of the House of Assembly should ensure that the personnel files of all employees contain complete and accurate documentation, and that policies governing the payroll processing are followed.

House of Assembly Response

It was recognized by House of Assembly officials in 2006 that the existing personnel files were not complete. However, action to review and identify any incomplete files was delayed due to the priority of other issues which had to be addressed. In the interim, relevant files are reviewed upon resignations or transfers to government departments to ensure that any severance or other payments were correct and the appropriate documentation existed before such payments were processed. During the summer of 2008, a temporary staff person was hired and organized all personnel files so that the information contained in each file was in chronological order and any leave records were placed in separate files. In July, 2009, a second payroll staff person was hired and has started an audit of all personnel files to ensure that any service affecting severance or other employee benefits has been correctly determined.

The personnel files for employees hired prior to 2006 or for employees transferred from a government department may not contain a supporting documentation checklist. It is not our intention to add this checklist to existing files since its main purpose is to ensure all proper steps are followed on hiring.

- *Three of the employee files that did not include an oath of office were either hired prior to 2006 or transferred from a government department. Oaths of office have now been added to these files. Two of the employees are no longer employees of the House of Assembly*
- *The two employee files that did not include a copy of the social insurance card were transferred from government departments. We have obtained copies of the government policies regarding social insurance information. Current policies require a social insurance number for each employee but a copy of the social insurance card, while included in most personnel files, is not required. Canada Revenue Agency also requires a social insurance number but not a copy of the social insurance card.*
- *The overtime form included the signature of the Payroll Administrator and the Clerk of the House of Assembly.*

We now ensure that the employee signs and dates each form when it is prepared. The eight forms were signed and dated by the Chief Financial Officer and the Clerk.
- *The error of 10 hours owed to the employee in the carry-forward balance of an employee relates to the same employee as noted in Item #1 - adjustment of \$19,105 - and was included as part of the net adjustment for that employee.*

6. Management review of monthly financial results

Section 28(3)(i) of the *House of Assembly, Accountability, Integrity and Administration Act* (the *Act*) provides that the Clerk is responsible for reporting regularly to the Commission and informing the Secretary of the Treasury Board regarding the financial and budgetary performance of the House of Assembly and its statutory offices. Section 20(5)(a) of the *Act* requires that the Commission 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.

In addition to the periodic review of financial information as required by the *Act*, there should be a monthly financial results review and sign off by the Clerk, Chief Financial Officer (CFO), Manager of Financial Planning and Reporting, and the Statutory Offices of the financial results package for each branch. During our audit, we reviewed a sample of these financial results packages for two divisions and three statutory offices of the Assembly for the entire year. Our review disclosed:

- For all five divisions and statutory offices reviewed, sign off by the CFO had occurred at one time for 6 of the 12 monthly reporting periods. This was more than six months following the first reporting period end date. The Clerk's sign off for 5 of these 6 monthly periods had occurred on the same date.
- For one of the five divisions, the Manager of Financial Planning and Reporting had not signed off or dated 1 of the 12 monthly reporting packages.

In addition, we reviewed financial results packages for all divisions and statutory offices of the Assembly for the month of March 2009. Our review disclosed for all divisions and statutory offices, the Clerk had not signed off or dated the monthly reporting package at the time of our audit in August 2009.

Recommendation

Officials of the House of Assembly should ensure that monthly financial results are reviewed and signed off by management on a timely basis.

House of Assembly Response

- *One of our documented controls is "Monthly financial reports for Divisions and Statutory Offices are reviewed by the Clerk, Chief Financial Officer and Manager, Financial Planning and Reporting". These reports are printed on a monthly basis and each month has a sign off sheet for each of the three officials. However, it was not our intention that reviews of each activity would necessarily occur on a monthly basis but rather a periodic basis.*

The Financial Management Analyst and the Manager, Financial Planning and Reporting are analyzing all transactions on a monthly basis. This may be evidenced by the adjusting journal entries to correct any errors in allocations. Also, the Statutory Officers (or delegates) and Divisions are provided with the monthly reports for review and sign off each month.

- *For the month identified, the reporting package was signed by the Statutory Officer, the Chief Financial Officer and the Clerk. The subsequent reports which included all year to date transactions was signed and dated by the Manager, Financial Planning and Reporting.*

As accounting adjustments cannot be posted to the FMS system after the March month is closed at the end of April, the Clerk reviewed all year to date transactions during April to ensure that any errors noted could be adjusted before the year was closed. A review after year end has somewhat limited value. However, the Clerk has since reviewed and signed off the final reports for March.

As noted earlier, all reports are reviewed by the Director of the Division or Statutory Officer (or delegate), the Member (where applicable), the Clerk, the Chief Financial Officer, the Manager, Financial Planning and Reporting and the Financial Analyst in Corporate and Members' Services. We are confident that our review processes are sufficient to detect any errors.

7. Hiring of consultants for Management Certification

Our review disclosed that the House of Assembly did not comply with the Guidelines Covering the Hiring of External Consultants (Guidelines) nor did it obtain approval of the Management Commission when it paid a consulting firm more than two and a half times the original contract price to provide support and advice relating to the Clerk's Management Certification dated 31 August 2008.

In December 2007 the House of Assembly issued a public request for proposals (RFP) for consulting services relating to the Management Certification. This Certification was required to be completed by 31 August 2008. As a result of the RFP the contract was awarded to the firm of Grant Thornton. Grant Thornton's original estimate for the services was 315 hours with a total cost of \$47,250. However, when the work was completed the total number of actual hours billed was 739 with a cost of \$124,843. This was over two and a half times the original estimate.

The Guidelines require that Treasury Board approval be obtained for payment of consulting services which are in excess of 110% of the original estimate. In this case officials of the House of Assembly did not obtain approval from Treasury Board. In addition, they did not seek approval from the Management Commission relating to this matter.

Section 26(1) of the *Financial Administration Act* (the *Act*) requires that each deputy minister or other officer charged with the administration of a Head of Expenditure or a subhead of expenditure shall notify the Comptroller General of a commitment chargeable against that Head of Expenditure or subhead of expenditure. In the case of this contract with Grant Thornton, officials of the House of Assembly did not advise the Comptroller General of the commitment and therefore the House of Assembly did not comply with the *Act*. As a result funds were not encumbered as required by the *Act*.

Recommendations

Officials of the House of Assembly should comply with the Guidelines Covering the Hiring of External Consultants or seek approval of the Management Commission when paying consultants in excess of a contractual price for services.

Officials of the House of Assembly should comply with the Financial Administration Act in connection with any commitments and encumber the funds by advising the Comptroller General of such commitments.

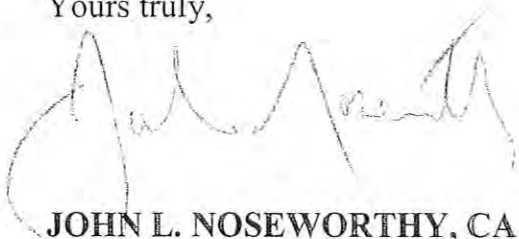
House of Assembly Response

The House of Assembly officials are in the process of drafting Guidelines for the Hiring of Consultants and will bring forward a policy for consideration of the House of Assembly Management Commission. In the interim, they will ensure compliance with general government guidelines.

The House of Assembly will continue to ensure that all commitments are encumbered on a timely basis.

I express my appreciation for the cooperation and assistance extended to my staff during the audit.

Yours truly,

A handwritten signature in black ink, appearing to read "John L. Noseworthy". The signature is fluid and cursive, with a large initial "J" and "N".

JOHN L. NOSEWORTHY, CA
Auditor General

c.c. Mr. William MacKenzie ✓
Clerk of the House of Assembly

House of Assembly Audit Committee:
Elizabeth Marshall, MHA, Chair
Kelvin Parsons, MHA, Member
Janet Gardiner FCA, Member
Donald Warr FCA, Member

Members' Total Salaries, Allowances and Expenses



HOUSE OF ASSEMBLY
Newfoundland and Labrador

I certify that the amounts of salaries, allowances and expenses reflected in the report in **Appendix I** 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 I** and they are an accurate reflection of the transactions related to those accounts for the 2008-2009 fiscal year.

A handwritten signature in blue ink, appearing to read 'W MacKenzie'.

William MacKenzie
Clerk of the House of Assembly and
Secretary to the Commission

APPENDIX I
MEMBERS' TOTAL SALARIES,
ALLOWANCES AND EXPENSES

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

This report covers the period April 1, 2008 – March 31, 2009.

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, 2008 to March 31, 2009**

Member	Member Salary	Office Holders Salary (Note 1)	Other (Note 2)	Total
Baker, James	\$94,567	\$0	\$0	\$94,567
Ball, Dwight	0	0	18,794	18,794
Barrett, Percy H.G.	0	0	54,175	54,175
Buckingham, Edward	94,567	0	0	94,567
Burke, Joan	94,567	0	0	94,567
Butler, Roland	94,567	18,304	0	112,871
Byrne, John J.	26,350	7,470	75,175	108,995
Collins, Felix	94,567	13,759	0	108,326
Cornect, Anthony	94,567	13,405	0	107,972
Dalley, Derrick	94,567	0	435	95,002
Denine, Dave	94,567	0	0	94,567
Dinn, John	94,567	0	0	94,567
Dunderdale, Kathy	94,567	0	0	94,567
Fitzgerald, Roger E.	94,567	53,624	10,452	158,643
Forsey, Clayton R.	94,567	13,405	0	107,972
French, Terry	94,567	0	0	94,567
Harding, Harry	94,567	0	0	94,567
Hedderson, Thomas	94,567	0	0	94,567
Hickey, John	94,567	0	0	94,567
Hunter, Ray	94,567	0	0	94,567
Hutchings, Keith	94,567	0	0	94,567
Jackman, Clyde	94,567	0	0	94,567
Johnson, Charlene	94,567	0	0	94,567
Jones, Yvonne J.	94,567	53,624	10,235	158,426
Kelly, Darryl J.	94,567	0	0	94,567
Kennedy, Jerome	94,567	0	0	94,567
Kent, Stephen P.	94,567	0	0	94,567

**Compensation Paid to Members by the House of Assembly
April 1, 2008 to March 31, 2009**

Member	Member Salary	Office Holders Salary (Note 1)	Other (Note 2)	Total
King, Darin T.	94,567	0	0	94,567
Loder, Terrance	94,567	0	0	94,567
Marshall, Elizabeth	93,767	0	0	93,767
Marshall, Tom	94,567	0	0	94,567
Michael, Lorraine	94,567	24,410	13,254	132,231
O'Brien, Kevin	94,567	0	0	94,567
Oram, Paul	94,567	0	0	94,567
Osborne, Sheila	93,167	0	0	93,167
Osborne, Thomas R.	94,567	27,164	0	121,731
Parsons, Kelvin L.	94,567	26,811	0	121,378
Parsons, Kevin G.	53,180	0	0	53,180
Peach, Calvin G.	94,567	0	0	94,567
Perry, Tracey M.	94,567	0	290	94,857
Pollard, Kevin	53,180	0	0	53,180
Pottle, Patricia	94,567	0	0	94,567
Rideout, Thomas	26,350	0	56,381	82,731
Ridgley, Bob	94,567	0	0	94,567
Skinner, Shawn	94,567	0	0	94,567
Sullivan, Susan	94,567	3,883	0	98,450
Taylor, Trevor	94,567	0	0	94,567
Verge, Wade D.	94,567	0	0	94,567
Whalen, Dianne	94,567	0	0	94,567
Williams, Daniel E.	94,567	0	0	94,567
Wiseman, Ross A.	94,567	0	0	94,567
Young, Wallace	94,567	0	0	94,567
Totals	\$4,506,942	\$255,859	\$239,191	\$5,001,992

Note 1 - Includes office holders' salaries as provided for under subsection 12 (1) of the *House of Assembly Accountability, Integrity and Administration Act*

Note 2 - Includes payments for severance, committee per diems, car allowances and consumable liquids

APPENDIX I
MEMBERS' TOTAL SALARIES,
ALLOWANCES AND EXPENSES

Report 2 - Member Accountability and Disclosure Reports

This report covers the period April 1, 2008 – March 31, 2009. The column titled “Expenditures Processed to Date” details all expenditures for the reporting period.

The rules applied to these expenditures were the *Members' Resources and Allowances Rules*.



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Newfoundland and Labrador
Member Accountability and Disclosure Report
Expenditures Summarized by Category
01-MAR-09 to 31-MAR-09

BAKER, JIM, MHA

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	780.68	2,958.87	10,311.13	22.3 %
Total Office Allowances	-	780.68	2,958.87	-	-
Operational Resources					
Operational Resources		212.36	3,008.46		
Total Operational Resources	-	212.36	3,008.46	-	-
Travel & Living Allowances					
House in Session		2,728.99	21,265.44		
House Not in Session		1,597.36	8,393.36		
Intra & Extra-Constituency Travel	8,500.00	32.92	819.39	7,680.61	9.6 %
Total Travel & Living Allowances	-	4,359.27	30,478.19	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	50.00	50.00	2,610.00	1.9 %
Total Constituency Allowance	-	50.00	50.00	-	-
Total Expenditures		5,402.31	36,495.52		



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BUCKINGHAM, Ed

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs	779.00	15.96	137.24	641.76	17.6 %
Office Operations	13,270.00	1,923.34	5,517.84	7,752.16	41.6 %
Total Office Allowances	-	1,939.30	5,655.08	-	-
Operational Resources					
Operational Resources		674.51	3,593.36		
Total Operational Resources	-	674.51	3,593.36	-	-
Travel & Living Allowances					
House in Session		0.00	0.00		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	6,640.00	21.68	191.41	6,448.59	2.9 %
Total Travel & Living Allowances	-	21.68	191.41	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	75.33	485.68	2,174.32	18.3 %
Total Constituency Allowance	-	75.33	485.68	-	-
Total Expenditures		2,710.82	9,925.53		



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BURKE, JOAN, MHA

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	1,100.30	5,176.71	8,093.29	39.0 %
Total Office Allowances	-	1,100.30	5,176.71	-	-
Operational Resources					
Operational Resources		172.32	2,523.46		
Total Operational Resources	-	172.32	2,523.46	-	-
Travel & Living Allowances					
House in Session		2,790.20	12,850.48		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	8,500.00	859.63	2,843.08	5,656.92	33.4 %
Total Travel & Living Allowances	-	3,649.83	15,693.56	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	53.10	131.64	2,528.36	4.9 %
Total Constituency Allowance	-	53.10	131.64	-	-
Total Expenditures		4,975.55	23,525.37		



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BUTLER, ROLAND, MHA

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	10,285.00	857.08	3,828.30	6,456.70	37.2 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	88.16	5,067.41	8,202.59	38.2 %
Total Office Allowances	-	945.24	8,895.71	-	-
Operational Resources					
Operational Resources		1,220.58	12,852.13		
Total Operational Resources	-	1,220.58	12,852.13	-	-
Travel & Living Allowances					
House in Session		1,915.51	12,808.13		
House Not in Session		873.19	4,251.48		
Intra & Extra-Constituency Travel	8,500.00	302.44	2,386.40	6,113.60	28.1 %
Total Travel & Living Allowances	-	3,091.14	19,446.01	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	300.76	1,545.67	1,114.33	58.1 %
Total Constituency Allowance	-	300.76	1,545.67	-	-
Total Expenditures		5,557.72	42,739.52		



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BYRNE, JACK, MHA

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	0.00	206.96	13,063.04	1.6 %
Total Office Allowances	-	0.00	206.96	-	-
Operational Resources					
Operational Resources		0.00	607.18		
Total Operational Resources	-	0.00	607.18	-	-
Travel & Living Allowances					
House in Session		0.00	0.00		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	7,970.00	0.00	20.76	7,949.24	0.3 %
Total Travel & Living Allowances	-	0.00	20.76	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	0.00	2,660.00	0.0 %
Total Constituency Allowance	-	0.00	0.00	-	-
Total Expenditures		0.00	834.90		



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COLLINS, FELIX, MHA

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	1,013.65	6,273.53	6,996.47	47.3 %
Total Office Allowances	-	1,013.65	6,273.53	-	-
Operational Resources					
Operational Resources		100.12	2,577.59		
Total Operational Resources	-	100.12	2,577.59	-	-
Travel & Living Allowances					
House in Session		261.57	1,628.08		
House Not in Session		0.00	2,048.33		
Intra & Extra-Constituency Travel	12,740.00	1,311.12	4,773.68	7,966.32	37.5 %
Total Travel & Living Allowances	-	1,572.69	8,450.09	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	148.00	2,512.00	5.6 %
Total Constituency Allowance	-	0.00	148.00	-	-
Total Expenditures		2,686.46	17,449.21		



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CORNECT, TONY, MHA

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	11,850.00	979.00	11,848.00	2.00	100.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	221.77	4,145.95	9,124.05	31.2 %
Total Office Allowances	-	1,200.77	15,993.95	-	-
Operational Resources					
Operational Resources		1,090.56	7,897.61		
Total Operational Resources	-	1,090.56	7,897.61	-	-
Travel & Living Allowances					
House in Session		1,880.40	17,740.90		
House Not in Session		0.00	685.77		
Intra & Extra-Constituency Travel	7,520.00	376.85	2,811.95	4,708.05	37.4 %
Total Travel & Living Allowances	-	2,257.25	21,238.62	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	0.00	2,660.00	0.0 %
Total Constituency Allowance	-	0.00	0.00	-	-
Total Expenditures		4,548.58	45,130.18		



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DALLEY, DERRICK, MHA

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	12,000.00	1,000.00	12,000.00	0.00	100.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs	365.00	15.98	100.36	264.64	27.5 %
Office Operations	13,270.00	91.20	4,392.05	8,877.95	33.1 %
Total Office Allowances	-	1,107.18	16,492.41	-	-
Operational Resources					
Operational Resources		488.60	8,394.43		
Total Operational Resources	-	488.60	8,394.43	-	-
Travel & Living Allowances					
House in Session		1,961.50	15,443.02		
House Not in Session		2,622.79	8,691.72		
Intra & Extra-Constituency Travel	10,890.00	914.16	6,179.30	4,710.70	56.7 %
Total Travel & Living Allowances	-	5,498.45	30,314.04	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	317.28	948.06	1,711.94	35.6 %
Total Constituency Allowance	-	317.28	948.06	-	-
Total Expenditures		7,411.51	56,148.94		



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DENINE, DAVID, MHA

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	410.00	3,801.44	9,468.56	28.6 %
Total Office Allowances	-	410.00	3,801.44	-	-
Operational Resources					
Operational Resources		356.58	3,041.44		
Total Operational Resources	-	356.58	3,041.44	-	-
Travel & Living Allowances					
House in Session		0.00	0.00		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	6,640.00	0.00	0.00	6,640.00	0.0 %
Total Travel & Living Allowances	-	0.00	0.00	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	50.47	683.11	1,976.89	25.7 %
Total Constituency Allowance	-	50.47	683.11	-	-
Total Expenditures		817.05	7,525.99		



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Newfoundland and Labrador
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DINN, JOHN, MHA

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	0.00	143.09	13,126.91	1.1 %
Total Office Allowances	-	0.00	143.09	-	-
Operational Resources					
Operational Resources		237.78	1,755.34		
Total Operational Resources	-	237.78	1,755.34	-	-
Travel & Living Allowances					
House in Session		0.00	0.00		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	7,970.00	0.00	0.00	7,970.00	0.0 %
Total Travel & Living Allowances	-	0.00	0.00	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	50.00	2,610.00	1.9 %
Total Constituency Allowance	-	0.00	50.00	-	-
Total Expenditures		237.78	1,948.43		



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DUNDERDALE, KATHY, MHA

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	0.00	67.44	13,202.56	0.5 %
Total Office Allowances	-	0.00	67.44	-	-
Operational Resources					
Operational Resources		234.20	2,558.95		
Total Operational Resources	-	234.20	2,558.95	-	-
Travel & Living Allowances					
House in Session		0.00	0.00		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	6,640.00	0.00	0.00	6,640.00	0.0 %
Total Travel & Living Allowances	-	0.00	0.00	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	0.00	2,660.00	0.0 %
Total Constituency Allowance	-	0.00	0.00	-	-
Total Expenditures		234.20	2,626.39		



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FITZGERALD, ROGER, MHA

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	748.26	4,204.69	9,065.31	31.7 %
Total Office Allowances	-	748.26	4,204.69	-	-
Operational Resources					
Operational Resources		387.83	2,722.09		
Total Operational Resources	-	387.83	2,722.09	-	-
Travel & Living Allowances					
House in Session		538.00	5,791.35		
House Not in Session		388.00	3,307.40		
Intra & Extra-Constituency Travel	11,150.00	106.17	3,904.32	7,245.68	35.0 %
Total Travel & Living Allowances	-	1,032.17	13,003.07	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	114.00	2,546.00	4.3 %
Total Constituency Allowance	-	0.00	114.00	-	-
Total Expenditures		2,168.26	20,043.85		



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FORSEY, CLAYTON, MHA

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	340.00	4,859.03	8,410.97	36.6 %
Total Office Allowances	-	340.00	4,859.03	-	-
Operational Resources					
Operational Resources		1,043.03	6,866.19		
Total Operational Resources	-	1,043.03	6,866.19	-	-
Travel & Living Allowances					
House in Session		945.05	8,584.40		
House Not in Session		960.82	4,414.57		
Intra & Extra-Constituency Travel	11,150.00	890.97	4,888.82	6,261.18	43.8 %
Total Travel & Living Allowances	-	2,796.84	17,887.79	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	328.73	1,390.03	1,269.97	52.3 %
Total Constituency Allowance	-	328.73	1,390.03	-	-
Total Expenditures		4,508.60	31,003.04		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	2,490.03	7,198.71	6,071.29	54.2 %
Total Office Allowances	-	2,490.03	7,198.71	-	-
Operational Resources					
Operational Resources		381.84	2,453.26		
Total Operational Resources	-	381.84	2,453.26	-	-
Travel & Living Allowances					
House in Session		0.00	0.00		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	7,970.00	137.80	316.22	7,653.78	4.0 %
Total Travel & Living Allowances	-	137.80	316.22	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	342.49	821.69	1,838.31	30.9 %
Total Constituency Allowance	-	342.49	821.69	-	-
Total Expenditures		3,352.16	10,789.88		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	112.50	547.50	17.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	426.82	2,364.00	10,906.00	17.8 %
Total Office Allowances	-	426.82	2,476.50	-	-
Operational Resources					
Operational Resources		(35.67)	3,451.62		
Total Operational Resources	-	(35.67)	3,451.62	-	-
Travel & Living Allowances					
House in Session		1,207.28	8,748.96		
House Not in Session		1,405.98	5,812.02		
Intra & Extra-Constituency Travel	11,150.00	536.77	2,963.21	8,186.79	26.6 %
Total Travel & Living Allowances	-	3,150.03	17,524.19	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	30.00	2,630.00	1.1 %
Total Constituency Allowance	-	0.00	30.00	-	-
Total Expenditures		3,541.18	23,482.31		



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Office Allowances					
Office Accommodations	8,964.00	747.00	8,964.00	0.00	100.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	344.00	6,085.83	7,184.17	45.9 %
Total Office Allowances	-	1,091.00	15,049.83	-	-
Operational Resources					
Operational Resources		409.81	3,580.39		
Total Operational Resources	-	409.81	3,580.39	-	-
Travel & Living Allowances					
House in Session		0.00	0.00		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	7,610.00	173.16	982.70	6,627.30	12.9 %
Total Travel & Living Allowances	-	173.16	982.70	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	174.00	2,486.00	6.5 %
Total Constituency Allowance	-	0.00	174.00	-	-
Total Expenditures		1,673.97	19,786.92		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	1,022.64	6,251.28	7,018.72	47.1 %
Total Office Allowances	-	1,022.64	6,251.28	-	-
Operational Resources					
Operational Resources		15.52	7,031.40		
Total Operational Resources	-	15.52	7,031.40	-	-
Travel & Living Allowances					
House in Session		1,953.34	15,309.21		
House Not in Session		0.00	217.70		
Intra & Extra-Constituency Travel	8,850.00	1,301.71	2,119.97	6,730.03	24.0 %
Total Travel & Living Allowances	-	3,255.05	17,646.88	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	25.00	25.00	2,635.00	0.9 %
Total Constituency Allowance	-	25.00	25.00	-	-
Total Expenditures		4,318.21	30,954.56		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	445.47	6,028.54	7,241.46	45.4 %
Total Office Allowances	-	445.47	6,028.54	-	-
Operational Resources					
Operational Resources		612.36	8,317.26		
Total Operational Resources	-	612.36	8,317.26	-	-
Travel & Living Allowances					
House in Session		1,485.23	8,530.06		
House Not in Session		2,195.94	6,421.85		
Intra & Extra-Constituency Travel	7,970.00	1,502.48	6,343.60	1,626.40	79.6 %
Total Travel & Living Allowances	-	5,183.65	21,295.51	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	434.00	1,159.32	1,500.68	43.6 %
Total Constituency Allowance	-	434.00	1,159.32	-	-
Total Expenditures		6,675.48	36,800.63		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	30.00	3,000.37	10,269.63	22.6 %
Total Office Allowances	-	30.00	3,000.37	-	-
Operational Resources					
Operational Resources		550.93	1,847.05		
Total Operational Resources	-	550.93	1,847.05	-	-
Travel & Living Allowances					
House in Session		118.95	987.92		
House Not in Session		503.13	2,321.19		
Intra & Extra-Constituency Travel	11,150.00	878.60	4,774.94	6,375.06	42.8 %
Total Travel & Living Allowances	-	1,500.68	8,084.05	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	54.25	642.00	2,018.00	24.1 %
Total Constituency Allowance	-	54.25	642.00	-	-
Total Expenditures		2,135.86	13,573.47		



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Office Allowances					
Office Accommodations	6,200.00	250.00	3,000.00	3,200.00	48.4 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	322.36	5,075.76	8,194.24	38.2 %
Total Office Allowances	-	572.36	8,075.76	-	-
Operational Resources					
Operational Resources		424.50	7,995.13		
Total Operational Resources	-	424.50	7,995.13	-	-
Travel & Living Allowances					
House in Session		666.29	4,322.96		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	9,030.00	0.00	267.75	8,762.25	3.0 %
Total Travel & Living Allowances	-	666.29	4,590.71	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	213.00	717.19	1,942.81	27.0 %
Total Constituency Allowance	-	213.00	717.19	-	-
Total Expenditures		1,876.15	21,378.79		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	144.00	2,219.26	11,050.74	16.7 %
Total Office Allowances	-	144.00	2,219.26	-	-
Operational Resources					
Operational Resources		41.75	3,445.95		
Total Operational Resources	-	41.75	3,445.95	-	-
Travel & Living Allowances					
House in Session		437.52	437.52		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	9,560.00	93.62	1,165.30	8,394.70	12.2 %
Total Travel & Living Allowances	-	531.14	1,602.82	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	35.16	119.31	2,540.69	4.5 %
Total Constituency Allowance	-	35.16	119.31	-	-
Total Expenditures		752.05	7,387.34		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	150.00	510.00	22.7 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	2,284.75	10,874.12	2,395.88	81.9 %
Total Office Allowances	-	2,284.75	11,024.12	-	-
Operational Resources					
Operational Resources		1,011.77	5,997.69		
Total Operational Resources	-	1,011.77	5,997.69	-	-
Travel & Living Allowances					
House in Session		1,328.15	12,001.28		
House Not in Session		4,406.85	12,784.14		
Intra & Extra-Constituency Travel	43,540.00	2,994.45	26,874.65	16,665.35	61.7 %
Total Travel & Living Allowances	-	8,729.45	51,660.07	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	1,782.70	2,574.39	85.61	96.8 %
Total Constituency Allowance	-	1,782.70	2,574.39	-	-
Total Expenditures		13,808.67	71,256.27		



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Office Allowances					
Office Accommodations	18,334.00	1,479.17	18,333.60	0.40	100.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs	124.00	0.00	44.98	79.02	36.3 %
Office Operations	13,270.00	126.82	2,777.38	10,492.62	20.9 %
Total Office Allowances	-	1,605.99	21,155.96	-	-
Operational Resources					
Operational Resources		799.04	6,666.69		
Total Operational Resources	-	799.04	6,666.69	-	-
Travel & Living Allowances					
House in Session		1,833.74	16,897.27		
House Not in Session		1,677.54	6,711.78		
Intra & Extra-Constituency Travel	13,270.00	970.77	5,222.94	8,047.06	39.4 %
Total Travel & Living Allowances	-	4,482.05	28,831.99	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	53.10	111.32	2,548.68	4.2 %
Total Constituency Allowance	-	53.10	111.32	-	-
Total Expenditures		6,940.18	56,765.96		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs	880.00	0.00	0.00	880.00	0.0 %
Office Operations	13,270.00	460.00	5,404.17	7,865.83	40.7 %
Total Office Allowances	-	460.00	5,404.17	-	-
Operational Resources					
Operational Resources		184.27	9,376.72		
Total Operational Resources	-	184.27	9,376.72	-	-
Travel & Living Allowances					
House in Session		411.16	411.16		
House Not in Session		636.78	636.78		
Intra & Extra-Constituency Travel	8,500.00	119.73	119.73	8,380.27	1.4 %
Total Travel & Living Allowances	-	1,167.67	1,167.67	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	256.64	256.64	2,403.36	9.6 %
Total Constituency Allowance	-	256.64	256.64	-	-
Total Expenditures		2,068.58	16,205.20		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs	715.00	0.00	68.79	646.21	9.6 %
Office Operations	13,270.00	2,093.00	9,128.73	4,141.27	68.8 %
Total Office Allowances	-	2,093.00	9,197.52	-	-
Operational Resources					
Operational Resources		750.24	4,801.35		
Total Operational Resources	-	750.24	4,801.35	-	-
Travel & Living Allowances					
House in Session		0.00	0.00		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	6,640.00	58.26	446.77	6,193.23	6.7 %
Total Travel & Living Allowances	-	58.26	446.77	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	35.00	508.42	2,151.58	19.1 %
Total Constituency Allowance	-	35.00	508.42	-	-
Total Expenditures		2,936.50	14,954.06		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs	880.00	0.00	74.28	805.72	8.4 %
Office Operations	13,270.00	3,013.16	7,396.00	5,874.00	55.7 %
Total Office Allowances	-	3,013.16	7,470.28	-	-
Operational Resources					
Operational Resources		1,178.36	5,884.90		
Total Operational Resources	-	1,178.36	5,884.90	-	-
Travel & Living Allowances					
House in Session		657.16	4,919.18		
House Not in Session		893.75	7,031.93		
Intra & Extra-Constituency Travel	13,270.00	1,248.22	9,162.99	4,107.01	69.1 %
Total Travel & Living Allowances	-	2,799.13	21,114.10	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	192.97	542.76	2,117.24	20.4 %
Total Constituency Allowance	-	192.97	542.76	-	-
Total Expenditures		7,183.62	35,012.04		



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Office Allowances					
Office Accommodations	12,480.00	1,001.00	12,012.00	468.00	96.3 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs	276.00	0.00	31.90	244.10	11.6 %
Office Operations	13,270.00	464.72	3,854.09	9,415.91	29.0 %
Total Office Allowances	-	1,465.72	15,897.99	-	-
Operational Resources					
Operational Resources		743.32	5,753.29		
Total Operational Resources	-	743.32	5,753.29	-	-
Travel & Living Allowances					
House in Session		2,372.64	12,487.75		
House Not in Session		1,669.80	6,924.83		
Intra & Extra-Constituency Travel	13,810.00	354.36	3,300.79	10,509.21	23.9 %
Total Travel & Living Allowances	-	4,396.80	22,713.37	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	50.00	2,610.00	1.9 %
Total Constituency Allowance	-	0.00	50.00	-	-
Total Expenditures		6,605.84	44,414.65		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	390.00	2,996.77	10,273.23	22.6 %
Total Office Allowances	-	390.00	2,996.77	-	-
Operational Resources					
Operational Resources		(17.85)	880.79		
Total Operational Resources	-	(17.85)	880.79	-	-
Travel & Living Allowances					
House in Session		0.00	0.00		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	6,640.00	0.00	0.00	6,640.00	0.0 %
Total Travel & Living Allowances	-	0.00	0.00	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	149.50	2,510.50	5.6 %
Total Constituency Allowance	-	0.00	149.50	-	-
Total Expenditures		372.15	4,027.06		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	292.06	2,962.17	10,307.83	22.3 %
Total Office Allowances	-	292.06	2,962.17	-	-
Operational Resources					
Operational Resources		625.95	3,345.75		
Total Operational Resources	-	625.95	3,345.75	-	-
Travel & Living Allowances					
House in Session		2,174.25	14,489.50		
House Not in Session		0.00	278.66		
Intra & Extra-Constituency Travel	6,990.00	0.00	753.35	6,236.65	10.8 %
Total Travel & Living Allowances	-	2,174.25	15,521.51	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	80.97	2,579.03	3.0 %
Total Constituency Allowance	-	0.00	80.97	-	-
Total Expenditures		3,092.26	21,910.40		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	(17.12)	2,350.55	10,919.45	17.7 %
Total Office Allowances	-	(17.12)	2,350.55	-	-
Operational Resources					
Operational Resources		335.31	3,075.25		
Total Operational Resources	-	335.31	3,075.25	-	-
Travel & Living Allowances					
House in Session		0.00	0.00		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	6,640.00	55.45	155.32	6,484.68	2.3 %
Total Travel & Living Allowances	-	55.45	155.32	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	0.00	2,660.00	0.0 %
Total Constituency Allowance	-	0.00	0.00	-	-
Total Expenditures		373.64	5,581.12		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	643.98	5,789.08	7,480.92	43.6 %
Total Office Allowances	-	643.98	5,789.08	-	-
Operational Resources					
Operational Resources		1,510.00	18,451.64		
Total Operational Resources	-	1,510.00	18,451.64	-	-
Travel & Living Allowances					
House in Session		1,515.39	11,347.50		
House Not in Session		0.00	452.28		
Intra & Extra-Constituency Travel	8,500.00	1,129.98	5,920.88	2,579.12	69.7 %
Total Travel & Living Allowances	-	2,645.37	17,720.66	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	49.50	904.27	1,755.73	34.0 %
Total Constituency Allowance	-	49.50	904.27	-	-
Total Expenditures		4,848.85	42,865.65		



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Office Allowances					
Office Accommodations	6,200.00	500.00	6,075.00	125.00	98.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	606.99	4,585.27	8,684.73	34.6 %
Total Office Allowances	-	1,106.99	10,660.27	-	-
Operational Resources					
Operational Resources		4,563.52	31,813.70		
Total Operational Resources	-	4,563.52	31,813.70	-	-
Travel & Living Allowances					
House in Session		754.44	8,694.44		
House Not in Session		0.00	44.25		
Intra & Extra-Constituency Travel	11,330.00	1,221.09	9,082.41	2,247.59	80.2 %
Total Travel & Living Allowances	-	1,975.53	17,821.10	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	161.95	2,340.53	319.47	88.0 %
Total Constituency Allowance	-	161.95	2,340.53	-	-
Total Expenditures		7,807.99	62,635.60		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	0.00	2,214.92	11,055.08	16.7 %
Total Office Allowances	-	0.00	2,214.92	-	-
Operational Resources					
Operational Resources		210.30	3,178.10		
Total Operational Resources	-	210.30	3,178.10	-	-
Travel & Living Allowances					
House in Session		0.00	0.00		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	6,640.00	0.00	0.00	6,640.00	0.0 %
Total Travel & Living Allowances	-	0.00	0.00	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	0.00	2,660.00	0.0 %
Total Constituency Allowance	-	0.00	0.00	-	-
Total Expenditures		210.30	5,393.02		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	400.00	2,068.42	11,201.58	15.6 %
Total Office Allowances	-	400.00	2,068.42	-	-
Operational Resources					
Operational Resources		(1,370.17)	5,018.16		
Total Operational Resources	-	(1,370.17)	5,018.16	-	-
Travel & Living Allowances					
House in Session		0.00	0.00		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	6,640.00	0.00	90.27	6,549.73	1.4 %
Total Travel & Living Allowances	-	0.00	90.27	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	471.73	1,025.72	1,634.28	38.6 %
Total Constituency Allowance	-	471.73	1,025.72	-	-
Total Expenditures		(498.44)	8,202.57		



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Office Allowances					
Office Accommodations	12,000.00	1,000.00	12,000.00	0.00	100.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	564.79	5,862.47	7,407.53	44.2 %
Total Office Allowances	-	1,564.79	17,862.47	-	-
Operational Resources					
Operational Resources		654.25	6,208.08		
Total Operational Resources	-	654.25	6,208.08	-	-
Travel & Living Allowances					
House in Session		3,027.10	19,288.53		
House Not in Session		3,686.28	11,592.43		
Intra & Extra-Constituency Travel	12,480.00	620.88	3,870.03	8,609.97	31.0 %
Total Travel & Living Allowances	-	7,334.26	34,750.99	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	147.65	915.47	1,744.53	34.4 %
Total Constituency Allowance	-	147.65	915.47	-	-
Total Expenditures		9,700.95	59,737.01		



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Office Allowances					
Office Accommodations	3,690.00	0.00	0.00	3,690.00	0.0 %
Rental of Short-term Accommodations	390.00	0.00	0.00	390.00	0.0 %
Office Start-up Costs	880.00	0.00	65.84	814.16	7.5 %
Office Operations	7,890.00	164.00	1,684.09	6,205.91	21.3 %
Total Office Allowances	-	164.00	1,749.93	-	-
Operational Resources					
Operational Resources	-	999.09	5,465.91	-	-
Total Operational Resources	-	999.09	5,465.91	-	-
Travel & Living Allowances					
House in Session	-	0.00	0.00	-	-
House Not in Session	-	0.00	0.00	-	-
Intra & Extra-Constituency Travel	4,740.00	204.73	986.26	3,753.74	20.8 %
Total Travel & Living Allowances	-	204.73	986.26	-	-
Constituency Allowance					
Constituency Allowance	1,580.00	0.00	54.95	1,525.05	3.5 %
Total Constituency Allowance	-	0.00	54.95	-	-
Total Expenditures	-	1,367.82	8,257.05	-	-



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	145.00	515.00	22.0 %
Office Start-up Costs	386.00	47.15	141.07	244.93	36.5 %
Office Operations	13,270.00	1,041.69	4,825.58	8,444.42	36.4 %
Total Office Allowances	-	1,088.84	5,111.65	-	-
Operational Resources					
Operational Resources		1,002.12	6,246.29		
Total Operational Resources	-	1,002.12	6,246.29	-	-
Travel & Living Allowances					
House in Session		1,296.35	8,849.91		
House Not in Session		70.80	3,453.39		
Intra & Extra-Constituency Travel	14,510.00	1,122.81	9,222.25	5,287.75	63.6 %
Total Travel & Living Allowances	-	2,489.96	21,525.55	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	579.67	1,109.91	1,550.09	41.7 %
Total Constituency Allowance	-	579.67	1,109.91	-	-
Total Expenditures		5,160.59	33,993.40		



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Office Allowances					
Office Accommodations	9,230.00	769.00	9,228.00	2.00	100.0 %
Rental of Short-term Accommodations	660.00	0.00	25.00	635.00	3.8 %
Office Start-up Costs	285.00	17.50	269.80	15.20	94.7 %
Office Operations	13,270.00	6,118.03	12,178.88	1,091.12	91.8 %
Total Office Allowances	-	6,904.53	21,701.68	-	-
Operational Resources					
Operational Resources		865.26	9,252.50		
Total Operational Resources	-	865.26	9,252.50	-	-
Travel & Living Allowances					
House in Session		1,400.75	10,557.85		
House Not in Session		2,083.82	7,487.40		
Intra & Extra-Constituency Travel	52,740.00	5,784.60	16,192.83	36,547.17	30.7 %
Total Travel & Living Allowances	-	9,269.17	34,238.08	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	983.48	1,855.10	804.90	69.7 %
Total Constituency Allowance	-	983.48	1,855.10	-	-
Total Expenditures		18,022.44	67,047.36		



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Office Allowances					
Office Accommodations	7,060.00	1,000.00	7,060.00	0.00	100.0 %
Rental of Short-term Accommodations	390.00	75.00	75.00	315.00	19.2 %
Office Start-up Costs	880.00	0.00	198.27	681.73	22.5 %
Office Operations	7,890.00	1,143.56	5,709.21	2,180.79	72.4 %
Total Office Allowances	-	2,218.56	13,042.48	-	-
Operational Resources					
Operational Resources		545.83	3,015.16		
Total Operational Resources	-	545.83	3,015.16	-	-
Travel & Living Allowances					
House in Session		2,603.80	6,908.98		
House Not in Session		1,348.06	3,778.83		
Intra & Extra-Constituency Travel	6,630.00	1,195.76	5,253.39	1,376.61	79.2 %
Total Travel & Living Allowances	-	5,147.62	15,941.20	-	-
Constituency Allowance					
Constituency Allowance	1,580.00	418.29	813.28	766.72	51.5 %
Total Constituency Allowance	-	418.29	813.28	-	-
Total Expenditures		8,330.30	32,812.12		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs	880.00	0.00	64.48	815.52	7.3 %
Office Operations	13,270.00	160.00	2,157.06	11,112.94	16.3 %
Total Office Allowances	-	160.00	2,221.54	-	-
Operational Resources					
Operational Resources		1,307.59	8,372.05		
Total Operational Resources	-	1,307.59	8,372.05	-	-
Travel & Living Allowances					
House in Session		608.68	11,830.74		
House Not in Session		2,005.78	2,027.90		
Intra & Extra-Constituency Travel	40,620.00	2,810.43	6,584.00	34,036.00	16.2 %
Total Travel & Living Allowances	-	5,424.89	20,442.64	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	0.00	2,660.00	0.0 %
Total Constituency Allowance	-	0.00	0.00	-	-
Total Expenditures		6,892.48	31,036.23		



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Office Allowances					
Office Accommodations	12,000.00	0.00	6,600.00	5,400.00	55.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	0.00	1,538.59	11,731.41	11.6 %
Total Office Allowances	-	0.00	8,138.59	-	-
Operational Resources					
Operational Resources		0.00	942.43		
Total Operational Resources	-	0.00	942.43	-	-
Travel & Living Allowances					
House in Session		0.00	1,465.65		
House Not in Session		0.00	3,132.33		
Intra & Extra-Constituency Travel	11,150.00	0.00	1,278.59	9,871.41	11.5 %
Total Travel & Living Allowances	-	0.00	5,876.57	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	350.88	2,309.12	13.2 %
Total Constituency Allowance	-	0.00	350.88	-	-
Total Expenditures		0.00	15,308.47		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	28.30	885.01	12,384.99	6.7 %
Total Office Allowances	-	28.30	885.01	-	-
Operational Resources					
Operational Resources		161.63	1,658.99		
Total Operational Resources	-	161.63	1,658.99	-	-
Travel & Living Allowances					
House in Session		0.00	0.00		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	6,640.00	0.00	0.00	6,640.00	0.0 %
Total Travel & Living Allowances	-	0.00	0.00	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	0.00	2,660.00	0.0 %
Total Constituency Allowance	-	0.00	0.00	-	-
Total Expenditures		189.93	2,544.00		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	147.07	215.68	13,054.32	1.6 %
Total Office Allowances	-	147.07	215.68	-	-
Operational Resources					
Operational Resources		304.36	1,860.39		
Total Operational Resources	-	304.36	1,860.39	-	-
Travel & Living Allowances					
House in Session		0.00	0.00		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	6,640.00	0.00	0.00	6,640.00	0.0 %
Total Travel & Living Allowances	-	0.00	0.00	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	0.00	2,660.00	0.0 %
Total Constituency Allowance	-	0.00	0.00	-	-
Total Expenditures		451.43	2,076.07		



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Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs	769.00	0.00	14.25	754.75	1.9 %
Office Operations	13,270.00	674.09	4,251.93	9,018.07	32.0 %
Total Office Allowances	-	674.09	4,266.18	-	-
Operational Resources					
Operational Resources		480.20	4,770.09		
Total Operational Resources	-	480.20	4,770.09	-	-
Travel & Living Allowances					
House in Session		2,715.23	15,481.68		
House Not in Session		0.00	3,313.49		
Intra & Extra-Constituency Travel	10,090.00	750.85	4,095.35	5,994.65	40.6 %
Total Travel & Living Allowances	-	3,466.08	22,890.52	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	316.85	2,343.15	11.9 %
Total Constituency Allowance	-	0.00	316.85	-	-
Total Expenditures		4,620.37	32,243.64		



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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,200.00	600.00	3,600.00	2,600.00	58.1 %
Rental of Short-term Accommodations	660.00	51.50	51.50	608.50	7.8 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	1,799.02	3,813.31	9,456.69	28.7 %
Total Office Allowances	-	2,450.52	7,464.81	-	-
Operational Resources					
Operational Resources		795.30	6,284.60		
Total Operational Resources	-	795.30	6,284.60	-	-
Travel & Living Allowances					
House in Session		266.37	3,721.12		
House Not in Session		388.95	7,517.27		
Intra & Extra-Constituency Travel	11,150.00	1,883.69	6,651.37	4,498.63	59.7 %
Total Travel & Living Allowances	-	2,539.01	17,889.76	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	159.40	398.40	2,261.60	15.0 %
Total Constituency Allowance	-	159.40	398.40	-	-
Total Expenditures		5,944.23	32,037.57		



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VERGE, WADE, MHA

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs	880.00	0.00	693.51	186.49	78.8 %
Office Operations	13,270.00	1,807.92	6,387.42	6,882.58	48.1 %
Total Office Allowances	-	1,807.92	7,080.93	-	-
Operational Resources					
Operational Resources		920.63	8,211.46		
Total Operational Resources	-	920.63	8,211.46	-	-
Travel & Living Allowances					
House in Session		2,374.87	16,373.85		
House Not in Session		2,086.39	12,154.14		
Intra & Extra-Constituency Travel	10,180.00	934.39	5,884.83	4,295.17	57.8 %
Total Travel & Living Allowances	-	5,395.65	34,412.82	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	68.49	332.84	2,327.16	12.5 %
Total Constituency Allowance	-	68.49	332.84	-	-
Total Expenditures		8,192.69	50,038.05		



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WHALEN, DIANNE, MHA

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	450.00	3,980.92	9,289.08	30.0 %
Total Office Allowances	-	450.00	3,980.92	-	-
Operational Resources					
Operational Resources		0.00	0.00		
Total Operational Resources	-	0.00	0.00	-	-
Travel & Living Allowances					
House in Session		0.00	0.00		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	8,500.00	0.00	0.00	8,500.00	0.0 %
Total Travel & Living Allowances	-	0.00	0.00	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	269.45	2,390.55	10.1 %
Total Constituency Allowance	-	0.00	269.45	-	-
Total Expenditures		450.00	4,250.37		



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WILLIAMS, DANNY, MHA

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	1,713.16	2,225.75	11,044.25	16.8 %
Total Office Allowances	-	1,713.16	2,225.75	-	-
Operational Resources					
Operational Resources		0.00	0.00		
Total Operational Resources	-	0.00	0.00	-	-
Travel & Living Allowances					
House in Session		0.00	0.00		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	9,030.00	0.00	0.00	9,030.00	0.0 %
Total Travel & Living Allowances	-	0.00	0.00	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	0.00	0.00	2,660.00	0.0 %
Total Constituency Allowance	-	0.00	0.00	-	-
Total Expenditures		1,713.16	2,225.75		



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WISEMAN, ROSS, MHA

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	0.00	0.00	660.00	0.0 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	283.00	2,751.87	10,518.13	20.7 %
Total Office Allowances	-	283.00	2,751.87	-	-
Operational Resources					
Operational Resources		330.24	3,523.17		
Total Operational Resources	-	330.24	3,523.17	-	-
Travel & Living Allowances					
House in Session		1,645.83	5,696.66		
House Not in Session		0.00	0.00		
Intra & Extra-Constituency Travel	9,030.00	61.94	1,634.40	7,395.60	18.1 %
Total Travel & Living Allowances	-	1,707.77	7,331.06	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	85.00	365.00	2,295.00	13.7 %
Total Constituency Allowance	-	85.00	365.00	-	-
Total Expenditures		2,406.01	13,971.10		



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YOUNG, WALLACE, MHA

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Expenditure Category	Expense Limit for Fiscal 2008/09 (Net of HST)	Expenditures Processed During the Month (Net of HST)	Expenditures Processed to Date (Net of HST)	Funds Available (Net of HST)	Percent Expended to Date
Office Allowances					
Office Accommodations	6,200.00	0.00	0.00	6,200.00	0.0 %
Rental of Short-term Accommodations	660.00	150.00	150.00	510.00	22.7 %
Office Start-up Costs		0.00	0.00	0.00	
Office Operations	13,270.00	2,982.14	7,196.91	6,073.09	54.2 %
Total Office Allowances	-	3,132.14	7,346.91	-	-
Operational Resources					
Operational Resources		358.43	4,331.76		
Total Operational Resources	-	358.43	4,331.76	-	-
Travel & Living Allowances					
House in Session		2,083.02	21,276.64		
House Not in Session		1,734.76	19,083.78		
Intra & Extra-Constituency Travel	11,150.00	1,634.02	11,150.00	0.00	100.0 %
Total Travel & Living Allowances	-	5,451.80	51,510.42	-	-
Constituency Allowance					
Constituency Allowance	2,660.00	415.69	1,225.14	1,434.86	46.1 %
Total Constituency Allowance	-	415.69	1,225.14	-	-
Total Expenditures		9,358.06	64,414.23		

Changes or Adjustments to Allowances and Expenses

CHANGES OR ADJUSTMENTS TO ALLOWANCES AND EXPENSES

Section 18 of the *Members' Resources and Allowances Rules* provides a maximum allowance of \$7,000 (inclusive of HST) for constituency office accommodations. Under the Rules, a Member may make application in writing to the Speaker requesting permission to exceed the maximum when accommodations cannot be obtained within the maximum guidelines. The Speaker must report, in writing, to the Commission any authorizations made under this section of the rules.

Report on subsection 18(4) – Period Ending: March 31, 2009

DISTRICT	MEMBER	AMOUNT APPROVED	REASON
Baie Verte - Springdale	Kevin Pollard	\$60.00	To allow name change on office sign from previous Member to current Member – total annual cost is now \$12,060
Bay of Islands	Terry Loder	\$460.00	Security issues at the Member's office
Port de Grave	Roland Butler	\$10,285.00 HST Excluded	Lowest bid on public tender
Baie Verte - Springdale	Tom Rideout (retired)	\$1600.00	Delayed approval of sign for constituency office due to retirement of Member and late submission of invoice

Travel Under Special
Circumstances - Authorizations
Under Section 43

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 shall 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.

Report Under section 43 - Period Ending: March 31, 2009

DISTRICT	MEMBER	TYPE OF EXPENDITURE	COSTS	DETAILS
Cartwright – L'Anse au Clair	Ms Yvonne Jones	Aircraft Charter* (Mary's Harbour to Forteau) March 7, 2008	\$858.80	Only available mode of transportation to get Member to Capital to attend opening of HOA.
Cartwright – L'Anse au Clair	Ms Yvonne Jones	Aircraft Charter* (Mary's Harbour to St. Anthony) April 6, 2008	1,329.45	Only available mode of transportation to get Member to Capital to attend HOA.
Torngat Mountatins	Ms. Patty Pottle	Meals & Accommodations April 11 – 12, 2008	150.00	Flight unable to go to Hopedale due to weather conditions – Member had to stay in HV/GB on weekend and return to Capital City to attend HOA.
Torngat Mountatins	Ms. Patty Pottle	Meals & Accommodations May 16-20, 2008	580.00	Member had to stay in Postville for 5 days due to weather conditions.
Torngat Mountatins	Ms. Patty Pottle	Meals & Accommodations May 23-24, 2008	192.00	Flight unable to go to Hopedale due to weather conditions – Member had to stay in HV/GB and return to Capital City to attend HOA.
Torngat Mountatins	Ms. Patty Pottle	Meals & Accommodations February 10 and February 12 – 15, 2009	522.47	Member was stranded in Postville due to adverse weather conditions.

**These items were reported to the Commission under Section 43 – Travel Under Special Circumstances. It was subsequently determined they would be more appropriately reported under Section 40 – Modes of Travel. All such approvals are now reported under Section 40.*