



POLICY FOR REIMBURSEMENT OF MONIES TO MEMBERS OF THE PUBLIC

Date Adopted:	23 November 2010
Council or Corporate Policy	Council Policy
Responsible Division:	N/A
Supporting documents, procedures & forms of this policy:	N/A
References & Legislation:	N/A

Contents

1	Purpose of Policy	2
2	Policy Implementation	2
3	Version Control and Change History	2

1 Purpose of Policy

From time to time members of the public will be authorised to expend monies on Council approved projects. There needs to be a mechanism to reimburse these people in an appropriate way similar to staff who expend their personal monies and are reimbursed through petty cash.

2 Policy Implementation

The following procedures are to assist with that process and comply with normal Auditor requirements and financial requirements of Council and the expense of public monies in an accountable manner:

1. Approval must be given in advance by the General Manager or an elected Committee of Council of expenditure by the member of the public.
2. This request and approval must identify which project and the level of expenditure approved to be expended by the member of the public.
3. The expenditure should occur within a reasonable time frame and cannot be an open ended approval.
4. Following the expenditure, the appropriate receipts and proof of that expenditure shall be submitted to the elected committee or General Manager for approval.
5. All associated documentation (approval, receipts etc) will then be submitted to the Accounts payable section who shall process a cheque for payment made out personally to the person that has incurred the expense.

3 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	23 November 2010	Council	
2			