

## CONTENTS

### **Expenditure Guidelines**

· Purpose of Caucus Budgets	2
Processing Expenditures/Reporting	3
Restrictions on Caucus Expenditures	3
Appeal Process	4
Acceptable Expenditures Table	5 - 6

## EXPENDITURE GUIDELINES

### These guidelines are in place to ensure that

- There is sufficient control, review, authorization, support and reporting for all expenditures of public funds.
- The expenditures are consistent with the stated purpose of the funding and do not exceed approved budget limits.
- The establishment and use of the funds adheres to applicable legislation and regulations.
- The expenditure of public funds is incurred and reported in a transparent, open and accountable manner.



## EXPENDITURE GUIDELINES

#### **Purpose of Caucus Budgets**

"The primary purpose of a caucus<sup>(1)</sup> office is to support its
Members in the conduct of their parliamentary role(s).

These support services may include research and assistance
with policy development, communication of policy, general
administrative support and participation in drafting Private
Members' legislation, motions and questions for introduction
and debate in the Legislature."

#### To

- Research, analyze, develop and present bills or amendments to existing or proposed legislation.
- Assess and debate proposed and existing legislation in the Legislature and, where necessary or desired, propose alternative policies to those of government.
- Provide support and direction to private Members with respect to House proceedings.
- Support the communication of policy positions and debate on legislative matters important to Albertans.

## Processing of Caucus Expenditures/Reporting

Expenditures are submitted, reviewed and processed by the Legislative Assembly Office (LAO) to ensure that they are reviewed independently and compliant with policy and legislation, adequately supported, properly authorized and adequate funds are available.

Monthly reports are prepared, monitored and sent to a Caucus officer for their review and acknowledgement.

Annual reports are prepared and presented to the governing body and/or the Legislature.

[I] "CAUCUS – LEGISLATORS OF A PARTICULAR POLITICAL PARTY WHO MEET PRIVATELY AND REGULARLY TO DISCUSS POLICY AND PARLIAMENTARY STRATEGY AND TACTICS."

[McMENEMY, JOHN, THE LANGUAGE OF CANADIAN POLITICS: A GUIDE TO IMPORTANT TERMS AND CONCEPTS, 3RD EDITION, (WATERLOO, ON: WILFRED LAURIER UNIVERSITY PRESS, 2001), P. 36.]

## Restrictions on Caucus Expenditures

Caucus activities and transactions should be separate and distinct from party activities, party identity (logos, colours, web pages), events or transactions and particularly election activities. Furthermore, during an election period Caucus activities and expenses should be restricted to ensure that there is no perception of utilizing these funds for electioneering activities.

There should be no appearance of influencing the voting public by making payments to individuals or organizations that are donations (cash or in-kind) or are of a fundraising nature.

The purchase of alcohol from Caucus funds for any purpose is prohibited. (Effective July 7, 2009)



## EXPENDITURE GUIDELINES CONTINUED

#### **Appeal Process**

If there is a disagreement between the Legislative Assembly Office and a Caucus on the appropriateness of Caucus expenditures, a representative of that Caucus can appeal the decision in writing to the Speaker.

If the Caucus wishes to appeal the Speaker's ruling, an appeal must be filed in writing to the Members' Services Committee for its deliberation at the next available meeting. The decision of the Members' Services Committee, when communicated, will be binding on both parties and final.

### ACCEPTABLE EXPENDITURES

Expenditures	Funding	
Staffing	Caucus funding	
Clerical support for members		
Office management personnel		
Research personnel		
• Leader's staff		
Communication		
Clerical		
Reasonable professional development expenses for staff (i.e. expenses associated with attendance at educational courses, seminars or speeches, including approved travel within Alberta, where it supports caucus activities)		
Accommodation Costs	*LAO funding (primary)	
Primary and satellite office space, utilities, upkeep (janitorial and maintenance)	Caucus funding (satellite)	
Renovations to office space		
Office Equipment	Caucus funding	
Photocopiers, fax machines, telephone lines, shredders	*LAO funding	
Computer equipment (terminals and/or laptops, network, printers, software, back-up, etc.)		
* PROVIDED BY THE LEGISLATIVE ASSEMBLY OFFICE, EXCLUDED FROM CAUCUS FUNDING		

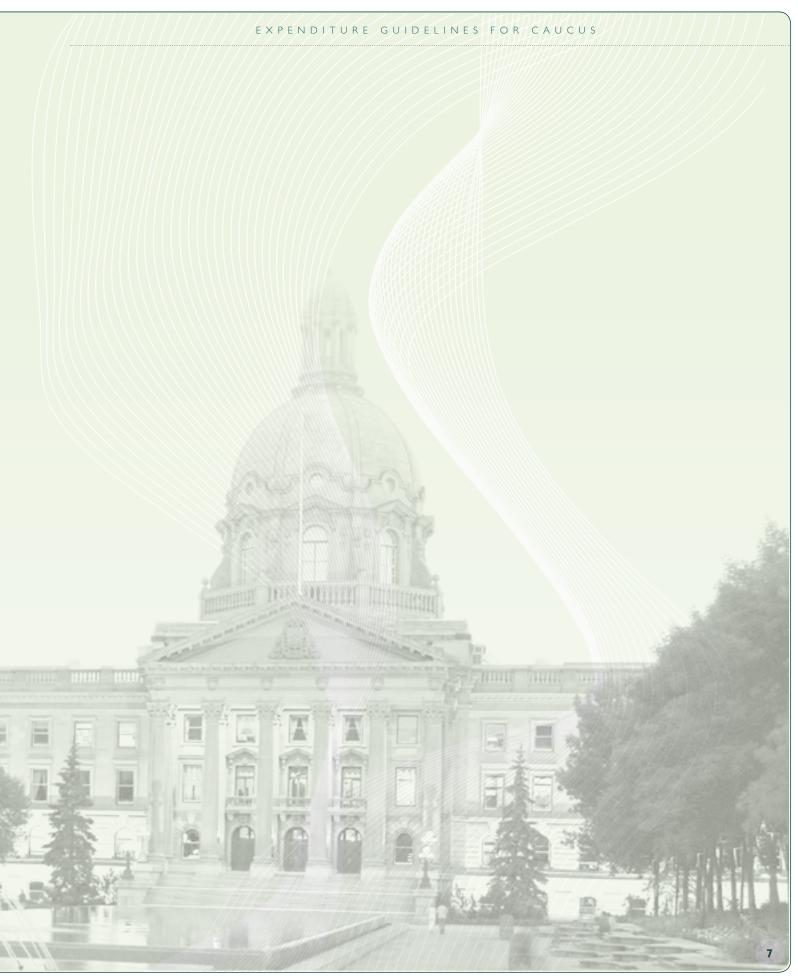
» CONTINUE

## EXPENDITURE GUIDELINES CONTINUED

#### **ACCEPTABLE** EXPENDITURES CONTINUED

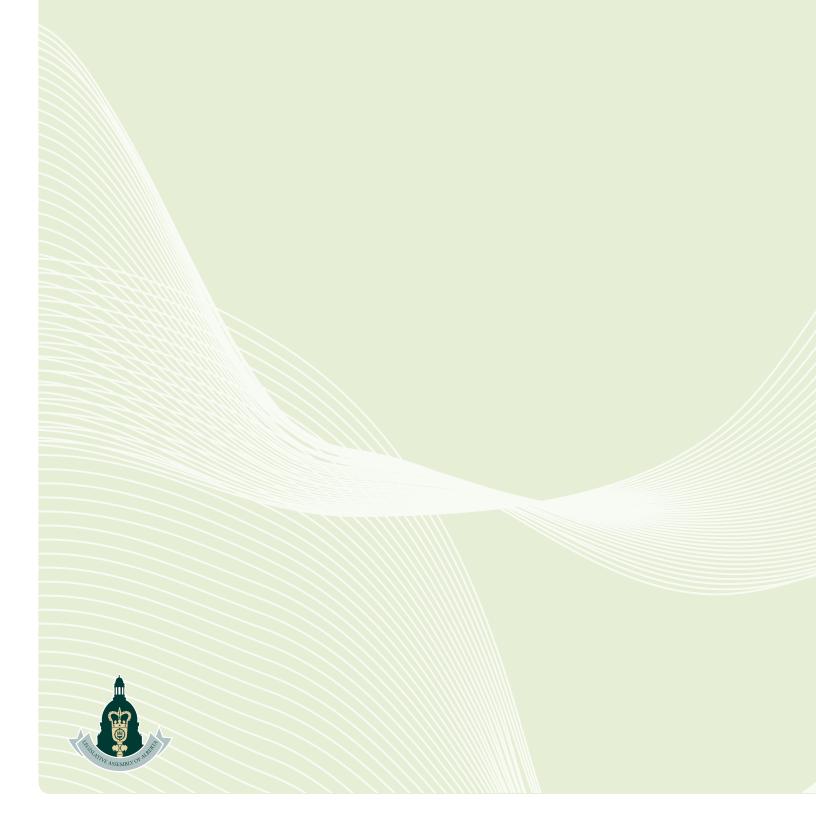
Office Supplies	Funding
Stationery items (paper, pens, file folders, etc.)	Caucus funding
Storage cabinets	
Advertising and Communication	Caucus funding
Printed documents/distribution (postage)	
Newspaper and magazine advertisements	
• Promotions	
Caucus meetings/travel of Caucus members	
Member Professional Development	*LAO funding
Member Education	Caucus funding
• Caucus representation at public events – event tickets for a caucus Member, the Member's spouse or partner, staff member or guest accompanying the Member where the event is not party-related and the reimbursement amount is net of any charitable donation eligible for a receipt for tax purposes.	Caucus funding

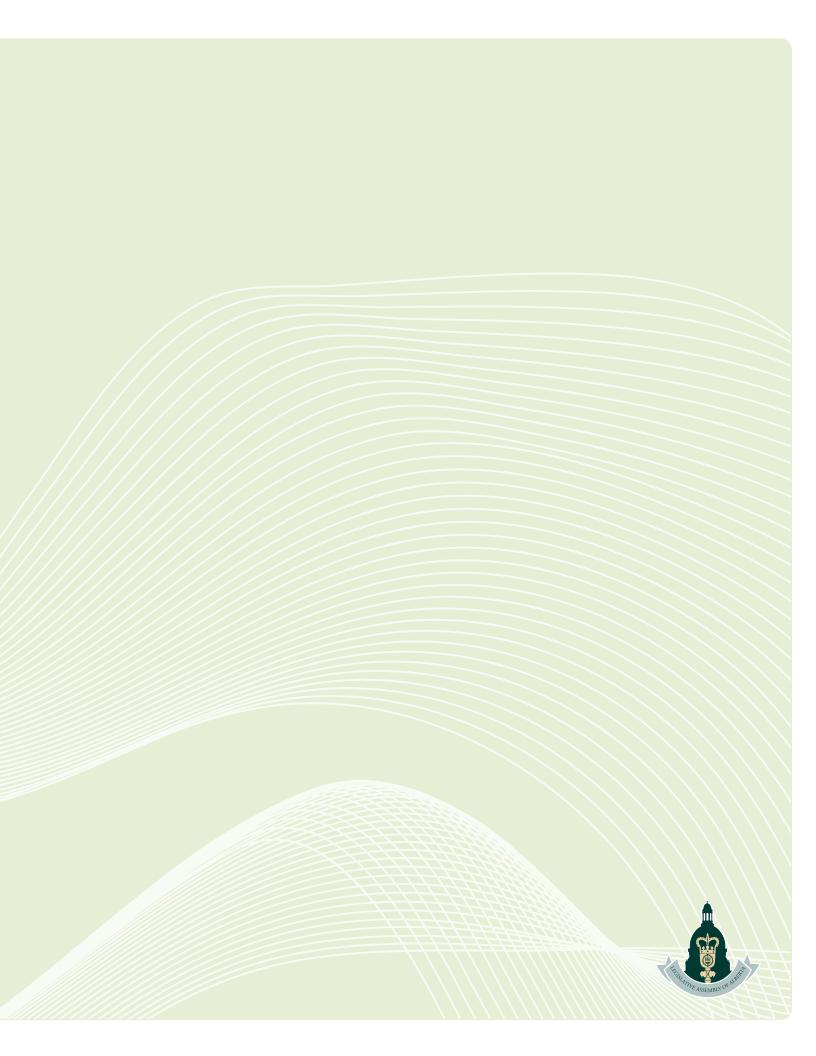
\* PROVIDED BY THE LEGISLATIVE ASSEMBLY OFFICE, EXCLUDED FROM CAUCUS FUNDING



REVISED JULY 17, 2009

# NOTES





### Financial Management and Administrative Services

901 Legislature Annex 9718 - 107 Street NW Edmonton, AB T5K 1E4 Phone: 780.427.2477 Fax: 780.415.1714

This policy document is available in its entirety on OurHouse.

http://ourhouse/Services/Documents/Financial/FS\_CaucusExpenditureGuidelines.pdf

Revised: July 17, 2009

PRINTED UNDER THE AUTHORITY OF THE SPEAKER OF THE LEGISLATIVE ASSEMBLY OF ALBERTA