

STATEMENT of POLICY and PROCEDURE			
Chapter:	Governance	Policy #.	1.3.04
Section:	Finance	Issued:	December 6, 2013
Subject:	Expenditures	Effective:	December 2013
Issue to:	All Manual Holders	Page:	1 of 1
Issued by:	The Saskatchewan Association of Licensed Practical Nurses	Reaffirmed	March 8, 2017

1. POLICY

- 1.1 The Licensed Practice Nurse Act, 2000, Section 7 (1) The Council shall manage and regulate the affairs and business of the association.
- 1.2 The Executive Director is employed to carry out the functions described above in conjunction with the SALPN Council.

2. PROCEDURE

- 2.1 The Executive Director shall not cause or allow the development of fiscal jeopardy or a substantial deviation of actual expenditures from Council priorities
- 2.2 The Executive Director shall not:
 - a. Expend more funds than have been received in the fiscal year-to-date unless the debt guideline is met (if in existence);
 - o The debt guideline (if in existence) is established in the annual operating budget as the deficit planned for that year.
 - b. Commit on his/her own authority to any expenditure of greater than \$10,000 which is not part of the approved budget
 - c. Use any long term reserves without specific Council motion;
 - d. Fail to settle payroll and debts owing to the SALPN to be undertaken in an untimely manner;
 - e. Allow the collection of accounts receivable or debts owing to the SALPN to be undertaken in an untimely manner;
 - f. Allow government ordered payments or filings to be overdue or inaccurately filed;
 - g. Fail to ensure there are 2 authorized signatures / approvals on all cheques and electronic transactions
 - h. Fail to direct any excess of revenue over operating expenses at fiscal year end to Unrestricted Net Assets/The Investment fund unless otherwise directed by the Council.