

LEGISLATIVE ASSEMBLY OF ALBERTA
**EXPENDITURE
GUIDELINES**

FOR CAUCUS

ORIGINALLY ADOPTED DECEMBER 14, 2006
REVISED JULY 17, 2009



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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⁽¹⁾ 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.

[1] "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
<p>Staffing</p> <ul style="list-style-type: none"> • 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) 	<p>Caucus funding</p>
<p>Accommodation Costs</p> <ul style="list-style-type: none"> • Primary and satellite office space, utilities, upkeep (janitorial and maintenance) • Renovations to office space 	<p>*LAO funding (primary) Caucus funding (satellite)</p>
<p>Office Equipment</p> <ul style="list-style-type: none"> • Photocopiers, fax machines, telephone lines, shredders • Computer equipment (terminals and/or laptops, network, printers, software, back-up, etc.) 	<p>Caucus funding *LAO funding</p>
<p>* PROVIDED BY THE LEGISLATIVE ASSEMBLY OFFICE, EXCLUDED FROM CAUCUS FUNDING</p>	

» CONTINUE

EXPENDITURE GUIDELINES CONTINUED

ACCEPTABLE EXPENDITURES CONTINUED

Office Supplies	Funding
<ul style="list-style-type: none"> • Stationery items (paper, pens, file folders, etc.) • Storage cabinets 	Caucus funding
Advertising and Communication <ul style="list-style-type: none"> • Printed documents/distribution (postage) • Newspaper and magazine advertisements • Promotions • Caucus meetings/travel of Caucus members 	Caucus funding
Member Professional Development <ul style="list-style-type: none"> • Member Education 	*LAO funding Caucus funding
<ul style="list-style-type: none"> • 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	



NOTES





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This policy document is available in its entirety on
OurHouse.

**[http://ourhouse/Services/Documents/Financial/FS_
CaucusExpenditureGuidelines.pdf](http://ourhouse/Services/Documents/Financial/FS_CaucusExpenditureGuidelines.pdf)**

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