



ORGANIZED HAMLET ANNUAL BUDGET

Policy Objective	To ensure that Organized Hamlet financial plans are provided to the RM Council in a timely fashion to be incorporated into the RM’s annual budget
Authority	Resolution # 217/2018
Supporting Bylaw	
Related Policy(s)	OH-002, OH-005

LEGISLATIVE AUTHORITY

The Municipalities Regulations

Hamlet budget and report of activities

- 69.1 The hamlet board shall submit to the council of the rural municipality a budget and a copy of the report to voters of the board’s activities in the previous year prepared in accordance with the regulations:
- (a) on or before March 1 in any year; or
 - (b) on or before any other date agreed to by the council and the hamlet board.

OBJECTIVE

This annual budget policy is implemented to ensure the progressive and effective operation of an Organized Hamlet. To comply with general accepted accounting principles, an Organized Hamlet Board is responsible to project their expenditures for each fiscal period in an annual budget and convey this information to the Rural Municipality of McKillop No. 220 (the RM) Council for approval and inclusion in the overall RM budget.

This policy is adopted as an affirmation of Council’s commitment to accountability and transparency to the ratepayers of the Municipality by ensuring that all information that may be legally distributed is available to the ratepayers. Council also recognizes its



responsibility and accountability to all ratepayers. By implementing this policy, Council seeks to reconcile these two objectives.

SCOPE

Establishment of a set of criteria to be used by all Organized Hamlet Board secretaries when preparing the annual Organized Hamlet budget.

DEFINITIONS

- a) "Council" means the Council of the Rural Municipality of McKillop No. 220
- b) "RM" means the Rural Municipality of McKillop No. 220

POLICY

1. Operating Budget

- 1.1. Every Organized Hamlet Board must provide an operating budget for the Organized Hamlet to the Council of the RM no later than February 1 in the year in which the budgeted amounts will be expended.
- 1.2. Every Organized Hamlet Board must provide a budget in the format designated and prepared by the RM administration.
- 1.3. Any budget document received from an Organized Hamlet Board that does not follow the designated budget format referred to in Section 3 will be returned to the Organized Hamlet Board Chair for presentation in the proper format.
- 1.4. Along with the annual budget, a copy of the Organized Hamlet Board's annual report for the prior fiscal year that was circulated to the ratepayers of the Organized Hamlet must be provided for Council's review.

2. Capital Budget

- 2.1. In the event an Organized Hamlet Board wishes to engage in a capital project, the Organized Hamlet Board must provide the Council of the RM with a budget for any capital projects or capital purchases that are intended to be carried out in the



Organized Hamlet no later than November 15 in the year prior to the year in which the capital project will occur.

- 2.2. A capital project is considered to be the purchase or construction of any structure, fixture, amenity or equipment or group of structures, fixtures, amenities or equipment with a cumulative value of \$ 1,000.00 or greater.
- 2.3. An Organized Hamlet Board must establish a five-year capital plan for capital projects that are intended to be completed within the limits of the Organized Hamlet.
- 2.4. In the Organized Hamlet Board's long-term capital plan, the capital components of the long-term capital plan for the current year should be identified in the current year capital budget.

3. General Budget Procedures

- 3.1. Council has no authority to expend funds on behalf of an Organized Hamlet in the absence of an annual budget.
- 3.2. The Council of the RM shall not approve payment of any invoices submitted on behalf of an Organized Hamlet until the annual operating budget and capital budget have been formally approved by the Council of the RM.
- 3.3. Any invoices presented for payment on behalf of an Organized Hamlet Board that are not specifically identified in the Organized Hamlet budget shall not be approved for payment by the Council of the RM.
- 3.4. In the event that an Organized Hamlet Board wishes to make adjustments to the annual operating budget and/or annual capital budget following approval of the annual budget by the Council of the RM, the Organized Hamlet Board shall make arrangements to meet with Council and discuss the requested adjustments. No payments resulting from adjustments to the budget shall be approved by the Council of the RM until the Organized Hamlet Board receives approval for the adjustments from Council.