

# Warringah Council Policy

## Policy No. FIN-PL 710

### Allocation To And Expenditure From The Mayoral Discretionary Fund

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#### 1 Purpose of Policy

- To establish parameters for an annual allocation to the Mayoral Discretionary Fund.
- To identify the key responsibilities of authorisation and accountability for the Mayor/Administrator and Council staff.
- To establish an internal certification process to ensure transparency in the expenditure of Mayoral Discretionary Funds.

#### 2 Policy Statement

- An annual allocation shall be made to the Mayoral Discretionary Fund, to be expended for items limited to \$1,000.00 relating to non-personal matters associated with the Mayor's office, e.g. small Mayoral donations, ceremonies, appreciation gifts (spoons, ties, scarves, cuff links, etc.) wreaths, "get-well" messages, overseas visitors, luncheons relating to Council business, civic ceremony expenses, etc.
- The Mayor/Administrator shall authorise expenditure in accordance with the policy.
- The General Manager or the Director Corporate Services shall certify that the expenditure is in accordance with the policy.
- Expenditure from the Mayoral Discretionary Fund shall be reported annually to the Council.

#### 3 Principles

- To ensure proper authorisation, accountability and transparency processes exist for expenditure from the Mayoral Discretionary Fund.

#### 4 Amendments

This Policy was last amended on 24 August 2010

#### 5 Authorisation

- This Policy was authorised by Council on 26 July 2005.
- This policy is due for review on 24 August 2015

#### 6 Who is responsible for implementing this Policy?

Team Leader Governance

**7 Document owner**

Director Strategic & Development Services

**8. TRIM Registration Link**

ST0000016\_127: Corporate Management - Policy Register for Council

ST0000034\_217: Governance - Councillors - Expenses and Facilities

**9. Legislation and references**

For information on the legislation relating to policies, see the Local Government Act 1993, Sections 12 and 232 and the Freedom of Information Act 1989, Section 6.

