



Fire Inspectors Association of Nova Scotia

PO Box 8566 / 6175 Almon Street / Halifax, Nova Scotia / B3K 5M3

Expenditures policy

1.0 POLICY STATEMENT

The Fire Inspectors Association of Nova Scotia (FIANS) is committed to having a proper, consistent, and orderly procedure to deal with expenditures for the Association.

2.0 PURPOSE OF THE POLICY

- 2.1 To provide a clear course of action for processing bills and claims to be paid by FIANS;
- 2.2 To ensure clarity and consistency in the process;
- 2.3 To facilitate ethical conduct with regard to the financial accounts of the Association.

3.0 PROCEDURE

- 3.1 All bills, financial claims and charges against the Association will be dealt with through this policy;
- 3.2 Expenditures less than \$500 may be approved for payment by any two of the Officers of the Association as defined in Section 5.1 of the Association's bylaws;
- 3.3 Expenditures in excess of \$500 shall be approved for payment by a minimum of 50% of the Board of Directors;
- 3.4 Individual budgets for events or tasks may be approved in the same manner as defined in 3.2 and 3.3 with related expenditures requiring no further authorization;
- 3.5 Members of FIANS including Board members may submit a statement of travel expense form and receipts for approved business for the Association. This will be approved in the same manner as defined in 3.2 and 3.3; and,
- 3.6 Authorization for any expenditures may be verbal, written, or electronic and sufficient documentation shall be kept in each case.

Approved by the Board of Directors September 2024