

Gifts and Memorials Expenditures Policy

The Board may send gifts and memorials for Board members, past Board members, direct Board staff, and senior staff of the City of Sault Ste. Marie and provincial Ministry staff that has been actively involved with the Board.

Gifts and Memorials will be sent for the following events.

- Funeral of individual, close immediate family member
- Retirement
- Leaving Employment for other position outside of Board programs
- Surgery
- Significant Illness resulting is more than one week off work
- Birth of New Baby
- Marriage

Procedure

1. The Executive Assistant to the CAO is advised of the situation/event and specifically who is involved.
2. The Executive Assistant to the CAO advises the Board Chair of the situation and who is involved.
3. A decision is made by the Board Chair to send a gift or memorial.
4. The maximum expenditure will be \$100.00.
5. The Executive Assistant to the CAO will make arrangements for the purchase and delivery of the gifts or memorials.
6. Petty Cash or the Board credit card will be used for the purchase.
7. The receipts will be signed by the Executive Assistant to the CAO and submitted for payment to the Finance Department .

Approved January 2018