

Policies and Procedures for Mainstay Housing	
Procurement Policy: - Expense Policy	Reference Number: FP – 004.1.12
Policy Approver: Board of Directors	Effective Date: 01/01/2012
Policy Owner: Executive Director	Revision Date:
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Preamble:

The Ontario broader public sector (BPS) Procurement Directive was issued by the Management Board of Cabinet, effective January 1, 2012. This Directive applies to all designated broader public sector organizations as provided for under section 12 of the Broader Public Sector Accountability Act, 2010.

All publicly funded organizations that received public funds of \$10,000,000 or more in the previous fiscal year of the government of Ontario must be in compliance

Mainstay Housing receives in excess of \$10,000,000 and is required to comply. Currently, our mortgage funding of \$4,335,000 from the Ministry places Mainstay in the over \$10,000,000 category. Upon expiry of the mortgages at the end of the Operating agreements our funding will decrease to less than \$6,000,000.

Mainstay Housing by January 2012 must comply.

POLICY:

1. Purpose

The purpose of this policy is to:

- Provide framework of accountability to guide the effective oversight of funds in the reimbursement of expenses;
- To establish the policy and practices for the reimbursement of expenditures;
- Set out rules and principles for reasonable expenses of Board Members, employees, volunteers, consultants and contractors, engaged by the organization providing consulting or other services and to ensure adequate receipts and documentation are provided to support the claim.

2. Scope

This policy applies to all Board Members, employees of Mainstay Housing, volunteers, and consultants and contractors engaged by the organization to provide consulting or other services.

1. Principles:

This policy is based upon the following:

- Compliance with laws and regulations
- Compliance with funder requirements
- Compliance with approved policies on confidentiality and conflict of Interest.
- Compliance with Approval Authority Schedule
- Integrity
- Accountability *
- Transparency *
- Value for money *
- Quality Service Delivery *
- Process standardization *
- Fairness
- Confidentiality
- As per BPS Directive definitions

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2. Policy

Mainstay Housing reimburses and ensures a fair and consistent treatment of all persons required to incur business expenses, travel, meals or hospitality on behalf of Mainstay Housing. This includes specifically: Board Members, employees, volunteers, consultants and contractors engaged by Mainstay Housing to provide consulting or other services. This policy complies with the mandatory requirements of the BPS Directives, the Broader Public Sector Accountability Act, Funder requirements, with all applicable provisions of the Collective Agreement for unionized employees and the directives of the Canada Revenue Agency.

This policy for reimbursement is subject to the provisions of the Mainstay Housing Policy on Procurement to ensure compliance with the BPs Procurement Directive and the “Approval Authority Schedule”.

All Board Members, employees, volunteers, consultants and contractors engaged by Mainstay Housing to provide consulting or other services are required to abide by these established principles and mandatory requirements of reimbursement for business expenses, travel, meals and hospitality.

Board Members, employees, volunteers, consultants and contractors required to incur expenses on behalf of Mainstay Housing should not suffer financially as a result. To that end, reimbursement of legitimate business expenses shall be made as per this policy. This policy shall also apply to expenses that have been paid via a Mainstay Housing Corporate Credit Cards.

Management has the authority in administering the provisions of this policy and for conducting periodic audits as required.

This policy applies to all Mainstay Housing expenses no matter how they are paid (credit card, purchase requisition, petty cash etc)

3. Accountability Framework:

The accountability framework for authorization, procurement and reimbursement of expenses is communicated through the following approved policies:

- FP 3.1.12 - Signing Authorities (internal policy that documents the authority for the approval of expenses)
- FP 1.1.12 - Procurement Policy Directive and Code of Ethics
- FP 2.1.12 - Procurement Purchasing Policy
- FP 3.2.12 - Approval Authority Procedures

These policies are to be read in conjunction to understand the framework for expense accountability and authorization that Mainstay Housing has in place.

See associated procedures and guidelines: **Expense Procedures**

Per the BPS Expense Directive only the expense policy is to be publicly posted.