

<b>FN 3.00</b>	<b>FINANCIAL ACCOUNTABILITY</b>		
<b>FN 3.70 Perquisites</b>			
<b>APPROVED BY:</b> Executive Director		<b>DEVELOPED BY:</b> Manager of Finance & Administration	
<b>APPROVAL DATE:</b>		<b>REVISION DATE:</b>	
<b>SUPERSEDES:</b>	New	<b>APPLIES TO:</b>	All Employees / Students

## **POLICY**

- 1.00** The purpose of this Policy is to set out the requirements and established rules on perquisites (or perks) provided to employees, Board members, and appointees.
- 2.00** This policy is based on three (3) key principles: Accountability, Transparency, and Value for Money
- 3.00** The Children's Aid Society of the District of Nipissing and Parry Sound will manage perquisites, following policies which comply with the requirements of the Broader Public Sector Perquisites Directive as documented in the Ministry of Children and Youth Services Attestation of Compliance with Broader Public Sector Accountability Act 2010, and related Directives.
- 4.00** The term perquisites, or perks, refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others. To be allowable, a perquisite must be a business-related requirements for the effective performance of an individual's job.
- 5.00** A perquisite is allowable only in limited and exceptional circumstances. Any perquisites must be approved by (subject to Society approval limits):
- A Director (for all employees)
  - The Executive Director (for all Directors and Board members) and,
  - The Board of Directors (for the Executive Director)
- 6.00** The signed purchase authorization form and documentation will be maintained with the accounting records and will be subject to normal record keeping practices. The form must indicate the business related requirement for the perquisite.
- 7.00** A summary of all allowable perquisites will be made available publicly on the Society's public website on an annual basis.

### **Cross – Reference**

[The Broader Public Sector Perquisites Directive](#)