

3:03 Where a committee needs funds on an emergency basis and the Standing Committee on Internal Economy, Budgets and Administration is unable to consider the budget submission of the committee, the Chairman and the Vice-Chairman of the Standing Committee on Internal Economy, Budgets and Administration together may authorize the committee to incur expenses not exceeding \$10,000.00.

3:04 The budget of a sub-committee is the responsibility of its main committee and no sub-committee shall deal with the Standing Committee on Internal Economy, Budgets and Administration except through its main committee.

3:05 Signing authority to certify accounts for payment on behalf of a committee shall be established by recorded resolution of the committee and may be conferred on one or more members of the committee or on the clerk of the committee.

3:06 An account may not be certified for payment if it has not been specifically provided for in the budget of a committee.

3:07 The Clerk of the Senate and the Director of Finance shall monitor all expenses of a committee to ensure that, in their opinion, the expenses come within the terms and conditions set out in the approved budget of the committee and, where this is not the case, shall so report to the Standing Committee on Internal Economy, Budgets and Administration.

3:08 An account that is not provided for in the budget of a committee shall not be paid.

3:09 At the end of every month, the Director of Finance shall forward to the chairman of every committee a monthly financial statement of expenditures charged against the committee's authorized budget showing expenditures for the month in question, total expenditures to date and the unexpended balance of budget under the following headings: