



# City of Richmond

## Report to Committee

**To:** Finance Committee

**Date:** May 14, 2010

**From:** Andrew Nazareth  
General Manager, Business & Financial Services

**File:**

**Re:** Administrative Procedures - Catering Expenses

### Staff Recommendation

That the Administrative Procedures for Catering Expenses be received for information.

Andrew Nazareth  
General Manager, Business & Financial Services  
(604-276-4095)

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<b>ROUTED TO:</b>		<b>CONCURRENCE</b>		<b>CONCURRENCE OF GENERAL MANAGER</b>		
Budgets		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>				
Human Resources		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>				
<b>REVIEWED BY TAG</b>		YES	NO	<b>REVIEWED BY CAO</b>		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	DEPUTY	YES	NO
					<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Staff Report**

**Origin**

At the December 21, 2009 Finance Committee meeting staff presented the 2010 Operating Budget and the 5 Year Financial Plan (2010-2014). During the discussion, Council made the following request:

*That staff recommend a policy or administrative procedure on catering.*

**Analysis**

An administrative procedure regarding catering has been prepared and is attached. The procedure will provide guidance concerning catering expenses with respect to events or situations where the consumption of food and beverages by employees and elected officials are considered appropriate.

**Financial Impact**

None

**Conclusion**

That the report be received for information.



Jerry Chong  
Director, Finance  
(604-276-4064)



Mike Pellant  
Director, Human Resources  
(604-276-4092)

JC:jc



**General**

This procedure establishes guidelines for the catering of meals, snacks and related expenditures. The procedures do not supersede amounts allowed for under the collective agreement. However, the City will reimburse either a paid meal break as outlined in the collective agreement or a meal reimbursement, but not both.

**Scope**

This procedure applies to all employees and elected officials of the City of Richmond.

**Expenditure Guidelines**

As a general guideline for applying this procedure, all expenditures must be:

- Directly related to the conduct of City of Richmond business or public purpose;
- Considered reasonable and necessary by the Approver;
- Supported by original and itemized documentation for audit purposes and with appropriate approvals.

**Eligible Catering Expenses**

Catering of food and beverages will be considered appropriate in the following circumstances when:

- Community, recognition and special events are being held;
- Individuals required to work through regular meal times;
- Workshops, seminars and training sessions are being conducted that are longer than 4 hours in duration;
- Department and strategic meetings are being held;
- Business meetings are being held;
- Open houses and consultations are being held;
- Entertaining and hosting is considered appropriate and is part of an employee's and elected official's duties and functions;
- Advisory committees are being held; and
- Council and Council Committee meetings are being held.

**Billing**

Following delivery of a catering order, the City's designated caterer will provide an invoice to the originator placing the order. To place an order, the requestor must have approved signing authority, contact information, and proper coding to a budgeted account. Employees must obtain approval in writing, in advance from their respective Manager, for any catering expenditures.