

	CORPORATE POLICY	Policy No: 3,030
		Approved By: Council
		Effective Date: June 14, 2010
		Department: Corporate Services / Finance

ONE TIME REVENUE POLICY

POLICY STATEMENT

One-time revenue may be used only for the acquisition of tangible capital assets and one-time projects.

1. PURPOSE

- 1.1. To limit the use of one-time revenue.

2. DEFINITION

- 2.1. One-time revenue is non-recurring revenue exceeding \$100,000; typically from the disposal of tangible capital assets, unanticipated new revenue, infrequent revenue from land development and non-recurring grants.

3. FINANCIAL DISCLOSURE

- 3.1. The budget and other financial reports shall disclose:
 - 3.1.1. Sources of one-time revenue.
 - 3.1.2. Uses of one time revenue.
 - 3.1.3. Estimated future operating costs and commitments, if any, from non-recurring expenses.

APPROVAL

Mayor: Original signed by Stuart Houston Date: June 14, 2010