

REPORT TO THE  
LEGISLATIVE ADMINISTRATION COMMITTEE  
OF THE  
LEGISLATIVE ASSEMBLY OF NEW BRUNSWICK

Internal Review of the Expenditures Charged to the Constituency Office of  
Mr. Greg Davis, Member for Campbellton-Restigouche Centre

Office of the Clerk  
Legislative Assembly of New Brunswick

April 4, 2014

April 4, 2014

The Honourable Dale Graham  
Speaker and Chair of the Legislative Administration Committee  
Legislative Assembly of New Brunswick  
706 Queen Street  
Fredericton, New Brunswick

Mr. Speaker,

This report was prepared in accordance with a decision of the Legislative Administration Committee on March 18, 2014, directing the Office of the Clerk to conduct an internal review of the expenditures charged to the constituency office of Mr. Greg Davis, Member for Campbellton-Restigouche Centre.

Attached hereto as Appendix 'A' is a release from Mr. Davis dated March 17, 2014, authorizing the Speaker and Clerk of the Legislative Assembly to review the constituency office expenses and release the review findings publicly.

Respectfully submitted,

Donald J. Forestell  
Clerk of the Legislative Assembly

## **Mandate**

At a meeting of the Legislative Administration Committee on March 18, 2014, the Office of the Clerk was directed to conduct an internal review of the expenses charged to the Constituency Office Allowance of Mr. Greg Davis, Member for Campbellton-Restigouche Centre, to determine whether the expenditures were properly documented and in accordance with the *Legislative Assembly Act*, the Rules for the Operation of Constituency Offices, or other applicable policies, procedures, or guidelines. The review was to cover the period from when the Member was first elected to present. The review was to include a complete review and detailed listing by the Director of Finance and Human Resources of all the Member's Constituency Office expenditures and confirmation and details of all payments received by the landlord with respect to rental of the Member's constituency office. The review was to note any observations, concerns or findings and any recommendations for changes or improvements with respect to internal practices, procedures or controls.

Accordingly, by letter dated March 19, 2014, a copy of which is attached hereto as Appendix 'B', the Director of Finance and Human Resources, Mr. Peter Wolters, CA, was directed to perform a review of the expenditures charged to the Constituency Allowance of Mr. Davis for the period from when the Member was first elected to present. The review was to include a detailed listing of all expenditures by fiscal year and confirmation and details of all payments received by the landlord with respect to the rental of the Member's constituency office. The resulting report is attached hereto as Appendix 'C' and forms part of this report.

## **Background - Members' Constituency Office Allowance**

A Constituency Office Allowance for Members of the Legislative Assembly of New Brunswick was established in 1993 under the authority of section 4 of Schedule A the *Legislative Assembly Act*. The allowance is available for each Member to provide services to constituents regardless of political affiliation. There are three categories of Constituency Office costs for which Members may be reimbursed: office accommodation; office operations; and staff.

Currently, each Private Member is entitled to claim reimbursement for constituency office costs up to a maximum of \$40,000 (net of HST) per fiscal year (April 1 to March 31) to enable the Member to perform the duties as Member of his or her constituency. This figure is the total amount that can be reimbursed for such items as secretarial services, office rental and overhead, furniture and equipment, stationary and supplies and any other purchase or service related to the

operation of a Member's constituency office. The allowance is prorated for the part of the fiscal year during which the Member is a Member. Any unused or unclaimed portion of the allowance is not transferable at fiscal year end.

It should be noted that Members of the Executive Council receive \$15,000 in constituency office funding from the Legislative Assembly each fiscal year, in addition to amounts authorized by Board of Management and covered by their departmental budget. However, as this report relates specifically to the constituency office expenses of a Private Member, any matters addressed herein are in reference to the \$40,000 allowance of a Private Member.

### Categories of Constituency Office Expenses

The *Rules for the Operation of Constituency Offices* (the Rules), as adopted by the Legislative Administration Committee on September 30, 1993 and amendments thereto, are approved by the Legislative Administration Committee and guidelines are included in the *Members' Orientation Manual* provided to each Member following their election as a Member of the Legislative Assembly. The Legislative Administration Committee determines the amount of the allowance and the type of expenses within the three noted categories that will be eligible for reimbursement (Section 32.1 of the *Legislative Assembly Act*). The three categories are briefly outlined below:

1. Office Accommodation: Each Member is responsible for identifying suitable premises to utilize as their Constituency Office and the Member is responsible for any leasing arrangements made. A Member cannot operate their constituency office out of the Member's political party office or headquarters and cannot rent office accommodation from himself or herself, his or her own spouse or child, or from a company of which the Member, the Member's spouse or child is a shareholder or would receive a benefit.
2. Office Operations: Office operations generally include such expenditures as telephone, cellular phone, office furniture and equipment, advertising and communications, office supplies and similar type expenditures. All office equipment and office furnishings purchased with funds from the Allowance are the property of the Legislative Assembly of New Brunswick.
3. Staff: The Office of the Clerk provides a payroll service for Members, where Members' constituency office staff are paid using the PNB HRIS payroll system, but remain the employee of the individual Member. Weekly time sheets are approved by the Member and the salary cost charged to the Member's Constituency Office Allowance.

A Member must submit a Constituency Office Plan at the beginning of each fiscal year for the approval of the Clerk of the Legislative Assembly before any funds are disbursed to the Member out of the Constituency Office Allowance. Constituency office expenses are claimed using the "Members Constituency Office Expense Account" form. In submitting a claim for

reimbursement, the Member must provide the details of each expense and attach appropriate supporting documentation with respect to each expense. The expense claim must be signed and dated by the Member, certifying as follows:

As authorized under subsection 30 (1) of the *Legislative Assembly Act*, I certify that I am entitled to a reimbursement of these expenses incurred in connection with my duties as a member and that this is a true statement of disbursements made by me for the operating costs of my constituency office.

The Rules state that each claim must be accompanied by evidence of the expenditure in the form of a receipt, or cancelled cheque supported by invoice, or if a receipt has been lost or destroyed, a statutory declaration that the expenditure was incurred and an explanation for the absence of the evidence of the expenditure. The Director of Finance and Human resources has noted in his report that this section of the Rules has not been updated to reflect modernization in vendor invoicing and payment processes such as automatic debit to bank accounts and credit cards, electronic fund transfers and paperless invoicing and banking processes.

There is one category of expenses that have been approved by the Legislative Administration Committee for payment based on submission of invoice, namely an original telephone statement or invoice showing details for telephone, fax and mobile telephone expenses. This practice has also been applied to statements or invoices for similar type recurring charges. The Director of Finance and Human Resources states at page 2 of the attached report:

Telephone, fax and mobile telephone expenses are monthly recurring expenses that normally have monthly invoices that detail the current amount due as well as arrears or previous amounts due. This documentation requirement has been applied to similar monthly constituency office expenditures including internet, power and utility services, natural gas and office rent. Payment documentation is required to support payment of any arrears or previous amounts due shown prior to approving the claim for reimbursement.

In 2006 the Legislative Administration Committee directed the Office of the Clerk to implement and administer a payroll service for staff working in Members' constituency offices. This relieved Members from having to initially fund constituency office staff salary from personal resources and subsequently apply to the Legislative Assembly for reimbursement. The Director of Finance and Human Resources has recommended in his report that direct payment of vendors for regular monthly recurring constituency office expenses should be similarly considered.

**It is therefore recommended that consideration be given to reviewing the resources required to provide increased direct payment of vendors by the Legislative Assembly for constituency office related expenditures, specifically in regards to constituency office rental costs.**

## **Constituency Office Allowance Review**

As directed by the Legislative Administration Committee, an internal review of all expenditures charged to the Constituency Office Allowance of Mr. Davis was completed. This review covered the period from September 27, 2010 to March 31, 2014 and includes four fiscal years, with each year having a separate Constituency Office Allowance budget. The complete details of this review are outlined in the attached report (and appendices thereto).

As noted, each transaction was reviewed to determine if it was an eligible expense, had proper supporting documentation, had been certified by the Member, was properly calculated and accurately recorded, and included proper spending and payment authority for the disbursement. The attached report states at page two:

All of the \$133,980.88 in expenditures charged to Mr. Greg Davis' Constituency Office Allowance during the review period from September 27, 2010 to March 31, 2014, with the exception of one duplicate payment noted below, were eligible for reimbursement from the Constituency Office Allowance, had supporting documentation, had been certified by the Member, were accurately calculated and recorded, and included proper spending and payment authority.

One instance was noted where the Member was reimbursed twice for the same expenditure resulting in an overpayment of \$602.00 on a claim submitted on September 21, 2012. The Member had previously claimed for this expenditure on July 5, 2012 and been reimbursed for same. This appears to be an expenditure that was inadvertently submitted for reimbursement a second time by the Member and this error should have been detected by the internal control processes in place at the Legislative Assembly. The Legislative Assembly will take the necessary steps to recover the amount of the overpayment.

A review of the detailed listing of expenditures charged to Mr. Davis's constituency office allowance indicates that various types of expenditures were approved on the basis of invoices submitted by the Member, together with the Member's certification that he had incurred the expense and was entitled to reimbursement. This practice should be reviewed to ensure that the supporting documentation submitted with a claim provides sufficient evidence to verify proof of payment or in the case of recurring charges that the previous month's balance has been paid.

Chapter 3 of the 2011 *Report of the Auditor General of New Brunswick, Volume III*, outlines the work the Office of the Auditor General did with respect to constituency office costs for Members of the Legislative Assembly and Members of the Executive Council. The report found that policies and guidelines for approving and recording constituency office expenses paid by the Clerk were adequate and that management and operating practices followed by the Clerk were appropriate.

However, there may be still be areas where current practices could be further tightened or the Rules, policies and guidelines improved to ensure the consistent approving, processing and recording of constituency office expenses.

The Auditor General has indicated that she will be doing follow-up work on the 2011 Report regarding Constituency Office Costs.

**It is therefore recommended that the Clerk of the Legislative Assembly and the Director of Finance and Human Resources work with the Auditor General and her staff to identify any potential weaknesses and measures that could be recommended to the Legislative Administration Committee to further enhance and strengthen the policies and procedures in place with regards to constituency office costs for Members of the Legislative Assembly, with the goal of ensuring the consistent approving, recording and reporting of such expenses.**

### **Office Accommodations**

With respect to the monthly rental costs associated with the Constituency Office of Mr. Davis, it appears that each claim submitted by the Member for reimbursement, dating back to the original claim submitted in November 2010, included the original invoice as the supporting documentation. Each claim was made on the appropriate claim form with the Member's signed certification that he had incurred the expense. Each monthly invoice was in the amount of \$900.00 plus HST which was in keeping with the monthly rental amounts as indicated on the Member's Constituency Office Plan. None of the invoices indicated outstanding arrears.

The records indicate that Mr. Davis claimed reimbursement for monthly office rent in the amount of \$1,017.00 (\$900.00 plus HST) for every month from November 2010 to August 2013, except the months of March 2012 and March 2013, for a total reimbursement of \$32,544.00 (including HST). The Member has not claimed reimbursement for the period September 1- 14, 2013.

### **Direct Payment by the Assembly**

With respect to the period September 15, 2013 - March 31, 2014, it came to our attention on Monday March 10, 2014, that an *Inventory and Notice* had been posted by the Bailiff on the premises of Mr. Davis's constituency office, advising that unpaid rent in the amount of \$6,665.00, including HST, being 6 ½ month's rent due in the amount of \$1,017.00 (including HST) per month from September 15, 2013 to March 1, 2014, was due and owing and that the constituency office assets listed therein had been distrained and secured and unless the rent with costs of distress were paid within five days the said items would be appraised and sold.

It was confirmed by the Director of Finance and Human Resources that Mr. Davis had not already claimed or been reimbursed rental costs by the Legislative Assembly for any of the months listed in the Notice. The Member subsequently verified with this office that the rental costs had been duly incurred, that the rent for the period remained outstanding, and that he was unable to pay the costs himself at this time. The Member confirmed that he would be in agreement with the Legislative Assembly paying the amount directly out of the Member's existing constituency office allotment.

Accordingly, an invoice was obtained from the landlord (Appendix 'H' of the attached report) stating rent arrears from September 15, 2013 to March 31, 2014 in the amount of \$6,665.00 (\$5898.23 plus HST) and an additional \$1,028 (including HST) for legal, bailiff and movers for a total of \$7,693.00. Given that the rental of the office space was clearly an eligible expense for reimbursement; that the Member had not already claimed for reimbursement for any of the months indicated to be in arrears; that a sufficient amount remained in the Member's 2013-2014 existing \$40,000 constituency office allotment to cover the amount; and that office equipment and furnishings which remained assets of the Legislative Assembly had been seized and were subject to being sold; accordingly on March 13, 2014 the total invoice amount of \$7,693.00 was paid by the Legislative Assembly directly to the landlord out of the Member's existing 2013-2014 constituency office allotment.

#### Confirmation and Details of Payments Received by the Landlord

As mandated by the Legislative Administration Committee, this office sought confirmation and details of all payments received by the landlord with respect to rental of Mr. Davis's constituency office.

This included seeking confirmation and details directly from the landlord as well as confirmation from the Progressive Conservative Party of New Brunswick with respect to a purported payment of \$5,125 made in 2012 towards Mr. Davis's constituency office rent. The processes followed in obtaining the above and the complete details of the information received are outlined on pages 5 and 6 of the attached report. I have attempted to summarize the main details below.

Information was received from the Progressive Conservative Party of New Brunswick in the form of a cheque stub dated "06/04/2012" which indicates payment to the landlord in the amount of \$5,125.00 for what is indicated as "Jan - June rent". Also included was a copy of a release signed by Mr. Davis which states "I, Greg Davis, hereby give the authority to the Progressive Conservative Party of New Brunswick to release all details to the Legislative Assembly of New Brunswick specifically regarding the \$5125 loan that I received from them in June 2012." The Director of Finance and Human Resources also notes in his report that "During discussions with the Executive Director of the Party, he indicated that the above payment for rent was in the nature of a loan to Mr. Davis".



Information was subsequently received from the landlord detailing all of the payments recorded as having been received by the landlord in respect to Mr. Davis's constituency office rent. The documentation indicates a total of 17 payments of varying amounts as having been received by the landlord for the period November 2010 to March 2014. Included among the 17 payments is a payment by cheque from the PC Party of NB in the amount of \$5,125 showing June 11, 2012 as the date said payment was received by the landlord. The direct payment by the Legislative Assembly in the amount of \$6,665 for rent (and \$1,028 for expenses) is recorded as having been received on March 13, 2014. The total amount recorded as having been received by the landlord, including the payments made by Mr. Davis, the payment by the PC Party of NB and the direct payment by the Legislative Assembly, is \$39,775.00. The landlord also indicated in his correspondence that there was an error in calculation on his part and that a balance of \$1,922.00 actually remained in arrears.

#### Payment by the Progressive Conservative Party of New Brunswick

An analysis of the documentation provided appears to indicate that at the time the Progressive Conservative Party of New Brunswick made the \$5,125 payment to the landlord in June of 2012, five months rent (February-June, 2012) were outstanding. The payment by the PC Party of NB appears to have resulted in the rent being fully paid up to the end of June, 2012. One of those month's rent (February, 2012) had previously been claimed and reimbursed to the Member in April of 2012. The Member subsequently claimed and was reimbursed for three of the other month's rent (April, May and June, 2012) in July of 2012. The Member could not claim reimbursement for March 2012 rent as he had already reached the \$40,000 maximum for the 2011-2012 fiscal year.

In this instance, Mr. Davis appears to have claimed reimbursement for February 2012 rent prior to the rent having been paid to the landlord. He appears to have claimed reimbursement for April, May and June 2012 rent only after it had been paid to the landlord. Mr. Davis appears to have taken measures to ensure that the landlord ultimately received payment for the rental charges he was claiming from the Legislative Assembly. In this instance he appears to have done so with the assistance of the Progressive Conservative Party of New Brunswick. As noted above, based on the wording of the release provided to the Party by Mr. Davis and on the indications made to the Director of Finance and Human Resources by the Executive Director of the Party, it appears that both Mr. Davis and the Party view this payment for rent to be in the form of a loan to Mr. Davis.

#### Disbursements by Legislative Assembly and Payments Received by Landlord

Appendix 'N' of the attached report contains a spreadsheet prepared by the Director of Finance and Human Resources which shows the dates and amounts of rental reimbursements made by the Legislative Assembly to Mr. Davis, as well as the dates and amounts of payments recorded as being received by the landlord. The report states at page six:

The attached spreadsheet (Appendix N) lists all reimbursements claimed by Mr. Davis for constituency office rent through the submission of Member's Constituency Office Expense Account forms by date, and also shows the dates and payment amounts that were recorded as received by the landlord. Analyzing and trying to determine which months were paid to the landlord and when the payment was made, is complicated by the fact that office rents for March 2012, March 2013 and September 1-14, 2013 were not claimed for reimbursement by Mr. Davis, the amounts recorded as received varied (as noted by the landlord), and the unknown timing and nature of the \$1,922.00 error in calculation noted by the landlord. Mr. Davis and the landlord should work together to agree on the details of each of the office rent payments and receipts.

A review of the information contained in the above-noted spreadsheet indicates that in most instances Mr. Davis claimed for reimbursement of monthly rent prior to making payment to the landlord for said months. In some instances the Member claimed reimbursement for several months prior to a payment being made. Ultimately, however, the total amount of the rent payments recorded as having been received by the landlord (\$39,775.00) exceed the total of the amounts disbursed by the Legislative Assembly (\$39,209.00).

As previously noted, Mr. Davis was personally reimbursed a total of \$32,544.00 in rent payments from the Legislative Assembly, with the last reimbursement made to him on November 22, 2013 (for August 2013 office rent). The total amount of the rent payments recorded as having been received by the landlord to that date was \$33,110.00 (this includes the amounts paid by Mr. Davis and by the PC Party of NB).

Overall, the rental receipts recorded by the landlord (\$39,775.00) exceed the total of the amounts reimbursed to Mr. Davis by the Legislative Assembly (\$32,544.00) plus the \$6,665.00 in rent paid directly by the Legislative Assembly to the landlord for a total disbursement of \$39,209.00.

Appendix 'A'

OFFICE OF GOVERNMENT MEMBERS  
Legislative Assembly  
P.O. Box 6000  
Fredericton, NB  
Canada E3B 5H1

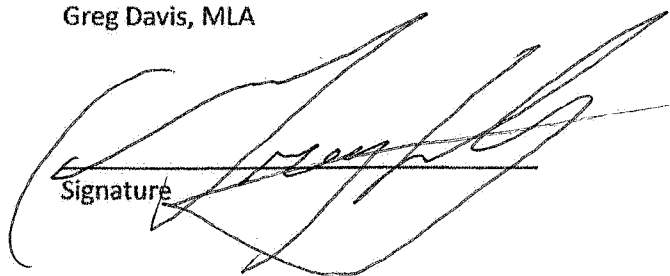


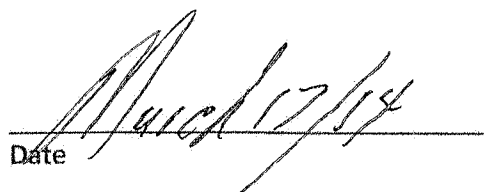
BUREAU DES DÉPUTÉ(E)S  
Assemblée Législative  
Case postale 6000  
Fredericton (NB)  
Canada E3B 5H1

March 17, 2014

I, Greg Davis, hereby consent to the Speaker and the Clerk of the Legislative Assembly to review any and all constituency expenses for the electoral district of Campbellton-Restigouche Centre since October 12, 2010, and release review findings publicly.

Greg Davis, MLA

  
Signature

  
Date

THE CLERK OF THE LEGISLATIVE ASSEMBLY  
Legislative Assembly of New Brunswick  
706 Queen Street, P.O. Box 6000  
Fredericton, New Brunswick E3B 1C5

Telephone: (506) 453-2506  
Facsimile: (506) 453-7154



GREFFIER DE L'ASSEMBLÉE LÉGISLATIVE  
Assemblée législative du Nouveau-Brunswick  
706, rue Queen, C. P. 6000  
Fredericton (Nouveau-Brunswick) E3B 1C5

Téléphone : (506) 453-2506  
Télécopieur : (506) 453-7154

March 19, 2014

Mr. Peter Wolters, CA  
Director of Finance and Human Resources  
Office of the Clerk  
Legislative Assembly of New Brunswick  
Jewett House, 96 Secretary Lane  
Fredericton, New Brunswick

Dear Mr. Wolters:

Re: Review of Constituency Office Allowance of  
Mr. Greg Davis, Member for Campbellton-Restigouche Centre

Please be advised that at a meeting of the Legislative Administration Committee held on March 18, 2014, the Committee directed that the Office of the Clerk conduct an internal review of the expenditures charged to the Constituency Office Allowance of Mr. Greg Davis, Member for Campbellton-Restigouche Centre, to determine whether the expenditures are properly documented and in accordance with the *Legislative Assembly Act*, the Rules for the Operation of Constituency Offices, or other applicable policies, procedures, or guidelines. This review should cover the period from when the Member was first elected to present.

Accordingly, please prepare and provide a report to my attention no later than Monday, March 24, 2014, outlining the following:

- a detailed listing of all expenditures by fiscal year;
- a summary of all expenditures by category for each fiscal year;
- confirmation and details of all payments received by the landlord with respect to rental of the Member's constituency office;
- a summary of processes and procedures utilized in performing the review;
- a summary of any observations, concerns or findings as a result of the review;
- any recommendations for changes or improvements with respect to internal practices, procedures or controls.

Please let me know if you require any further information or clarification with respect to the above.

Sincerely,

Donald J. Forestell  
Clerk of the Legislative Assembly

DJF/jet

Appendix 'C'

THE CLERK OF THE LEGISLATIVE ASSEMBLY  
Legislative Assembly of New Brunswick  
706 Queen Street, P.O. Box 6000  
Fredericton, New Brunswick E3B 1C5

Telephone: (506) 453-2506  
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GREFFIER DE L'ASSEMBLÉE LÉGISLATIVE  
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March 31, 2014

Mr. Donald J. Forestell  
Clerk of the Legislative Assembly  
Legislative Assembly of New Brunswick  
706 Queen Street  
Fredericton, New Brunswick

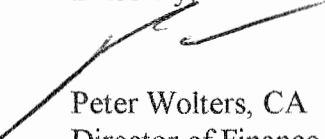
Dear Mr. Forestell,

Re: Review of Constituency Office Allowance of  
Mr. Greg Davis, Member for Campbellton-Restigouche Centre

This report is submitted pursuant to your correspondence dated March 19, 2014, directing me to perform an internal review of the expenditures charged to the Constituency Office Allowance of Mr. Greg Davis, Member for Campbellton-Restigouche Centre covering the period from when the Member was first elected (September 27, 2010) to the present. The stated purpose of the review was to determine whether expenditures are properly documented and in accordance with the *Legislative Assembly Act*, the Rules for the Operation of Constituency Offices, or other applicable policies, procedures or guidelines.

Please let me know if you have any questions or need additional information with respect to the contents of this report.

Sincerely,

  
Peter Wolters, CA  
Director of Finance and Human Resources

**INTERNAL REVIEW OF EXPENDITURES  
CHARGED TO THE CONSTITUENCY OFFICE ALLOWANCE  
OF MEMBER FOR CAMBELLTON-RESTIGOUCHE CENTRE**

**OVERVIEW OF REVIEW**

An internal review of all expenditures charged to the Constituency Office Allowance of Mr. Greg Davis, Member for Campbellton-Restigouche Centre, was completed covering the period from September 27, 2010, when the Member was first elected to March 31, 2014. This review period includes four fiscal years, with each year having a separate Constituency Office Allowance budget. As detailed in the following table, the review included 237 transactions totaling \$133,980.88 over the four fiscal years.

Fiscal Year	Budget	Expenditures	Number of Transactions
2010-2011	\$20,444.44	\$20,389.20	44
2011-2012	\$40,000.00	\$40,000.00	86
2012-2013	\$40,000.00	\$40,000.00	55
2013-2014	\$40,000.00	\$33,591.68	52
<b>TOTALS</b>	<b>\$140,444.44</b>	<b>\$133,980.88</b>	<b>237</b>

Each transaction was reviewed to determine if it was an eligible expense, had proper supporting documentation, had been certified by the Member, was properly calculated and accurately recorded, and included proper spending and payment authority for the disbursement. The following documents include detailed information about the nature, origin and amount of each transaction, as well as the verification and review procedures performed. The documents are included as appendices providing detailed listings of all expenditures charged to the Constituency Office Allowance of Mr. Davis for each fiscal year.

Appendix A	2010-2011 Fiscal Year	September 27, 2010 - March 31, 2011
Appendix B	2011-2012 Fiscal Year	April 1, 2011 - March 31, 2012
Appendix C	2012-2013 Fiscal Year	April 1, 2012 - March 31, 2013
Appendix D	2013-2014 Fiscal Year	April 1, 2013 - March 31, 2014

## INTERNAL REVIEW HIGHLIGHTS

All of the \$133,980.88 in expenditures charged to Mr. Davis' Constituency Office Allowance during the review period from September 27, 2010 to March 31, 2014, with the exception of one duplicate payment noted below, were eligible for reimbursement from the Constituency Office Allowance, had supporting documentation, had been certified by the Member, were accurately calculated and recorded, and included proper spending and payment authority.

Pursuant to the internal review results, two findings were noted:

1. Rules for the Operation of Constituency Offices

Members are reimbursed for eligible expenditures provided on the basis of invoices supporting the expense and the Member signing the Member's Constituency Office Expense Account form certifying that they are entitled to reimbursement of the expense. A sample of the Expense Account form is attached as Appendix E. As a result of the Office of the Auditor General's audit of Constituency Office Allowance expenditures carried out in 2011, the Auditor General reported that policies and guidelines for approving and recording constituency office expenses paid by the Clerk were adequate, and also found that management and operating practices followed by the Clerk were appropriate.

The Rules for the Operation of Constituency Offices (as adopted by the Legislative Administration Committee on September 30, 1993) and amendments thereto, require the following supporting documentation (Rules attached as Appendix F):

- 5(6) A claim for a constituency office expense shall be made on the form provided by the Legislative Administration Committee and shall be accompanied by evidence of the expenditure in the form of
- a) a receipt, or cancelled cheque supported by invoice, or
  - b) if a receipt referred to in paragraph (a) has been lost or destroyed or is not available, a statutory declaration that the expenditure was incurred and an explanation for the absence of the evidence of the expenditure;
  - c) the original telephone statement or invoice showing details of telephone, fax and mobile telephone expenses. (Amended February 22, 1994)

This section of the rules has not been updated to reflect modernization in vendor invoicing and payment processes such as automatic debit to bank accounts and credit cards, electronic fund transfers and paperless invoicing and banking processes. Telephone, fax and mobile telephone expenses are monthly recurring expenses that normally have monthly invoices that detail the current amount due as well as arrears or previous amounts due. This documentation requirement has been applied to similar monthly constituency office expenditures including internet, power and utility services, natural gas and office rent. Payment documentation is required to support payment of any

arrears or previous amounts due shown prior to approving the claim for reimbursement.

The reimbursement process requires Members to utilize personal assets to pay the constituency office expenses, and then apply for reimbursement. In 2006, the Legislative Administration Committee directed the Office of the Clerk implement and administer a payroll service for staff in Members' Constituency Offices, so Members would no longer be required to register with Canada Revenue Agency and make applicable and mandated deductions, nor would they be required to fund constituency office staff salary costs with personal funds. Similarly, direct payment of vendors for regular monthly recurring constituency office expenses should be considered.

Accordingly, the Rules for the Operation of Constituency Offices should be updated and the policies and guidelines for approving and recording constituency office expenses should be formally documented and approved by the Legislative Administration Committee to facilitate timely and accurate payment of expenditures associated with the operation of Members' constituency offices.

## 2. Duplicate Payment

One instance was noted where the Member was inadvertently reimbursed twice for the same expenditure resulting in an overpayment of \$602.00 on claim AA825616 submitted on September 21, 2012. Appropriate invoices and supporting documentation were provided for radio advertising in May 2012 and June 2012 for both this claim and a previous claim AA825542 submitted on July 5, 2012. This appears to be an expenditure that was inadvertently submitted for reimbursement a second time by the Member and this error should have been detected by the internal control processes in place at the Legislative Assembly.

Consideration could be given to reviewing the resources required to provide increased direct payment to vendors by the Legislative Assembly for constituency office related expenditures to further reduce the potential for duplicate payments by fully utilizing built-in internal controls of the Province's Oracle vendor payment system.



## CONSTITUENCY OFFICE ALLOWANCE EXPENDITURES

The Constituency Office Allowance includes three components: office accommodation, office operations and office staff. The following is a brief overview of each component:

**Office Accommodations:** A Member cannot operate their constituency office out of the Member's political party office and also cannot rent office accommodation from themselves, his or her own spouse or child, or from a company of which the Member, the Member's spouse or child is a shareholder or would receive a benefit.

**Office Operations:** Office operations generally includes expenditures for telephone, cellular phone, office furniture and equipment, advertising and communications, and office supplies.

**Office Staff:** The Office of the Clerk provides a payroll service for Private Members, where Members' constituency office staff are paid using the PNB HRIS payroll system. However these staff remain the employee of the individual Member. Weekly timesheets are approved by the Member and the salary costs charged to the Members Constituency Office Allowance.

The following chart provides a breakdown of the expenditures (amounts net of HST) charged to Mr. Davis' Constituency Office Allowance during each fiscal year into each of these components:

Fiscal Year	Constituency Office Allowance Component			Total for Fiscal Year
	Office Accommodations	Office Operations	Office Staff	
2010 - 2011	\$4,500.00	\$10,129.20	\$5,760.00	\$20,389.20
2011- 2012	\$9,900.00	\$16,360.00	\$13,740.00	\$40,000.00
2012 - 2013	\$9,900.00	\$8,545.00	\$21,555.00	\$40,000.00
2013 - 2014 ***	\$10,398.23	\$3,321.45	\$19,872.00	\$33,591.68
<b>TOTALS</b>	<b>\$34,698.23</b>	<b>\$38,355.65</b>	<b>\$60,927.00</b>	<b>\$133,980.88</b>

\*\*\* Includes Constituency Office Allowance expenditures processed to March 31, 2014

The following sections will detail specific review procedures performed in each of the components outlined above and note significant observations, concerns and findings, where applicable.

### **Office Accommodations**

As outlined in the attached chart (Appendix G), a review was completed which included documenting all office accommodation costs claimed by Mr. Davis and reimbursed to him by the Legislative Assembly. Mr. Davis claimed reimbursement for \$1,017.00 (\$900.00 plus HST) in monthly office rent for the period from November 2010 to August 2013 inclusive, except the months of March 2012 and March 2013, for a total reimbursement of \$32,544.00 (including HST).

For the period from September 15, 2013 to March 31, 2014, the constituency office rent in the amount of \$6,665.00, as well as an additional \$1,028.00 (including HST) for legal, bailiff and furniture moving costs, for a total invoice of \$7,693.00 (see Appendix H) was paid on March 13, 2014 directly to the landlord, by the Legislative Assembly. At the time this payment was made, it was confirmed that Mr. Davis had not previously claimed reimbursement for the rent period stated. The payment was made as a result of the legal action initiated by the landlord to enforce payment of outstanding office rent and the seizure of constituency office assets belonging to the Legislative Assembly (see Appendix I).

One of the directions provided for this review was to seek confirmation and details of all payments received by the landlord with respect to rental of the Mr. Davis' constituency office. Accordingly, on Friday, March 21, 2014, an e-mail was sent to Mr. Fred Doucet and Mr. Peter Fallis, both of Roseberry Square Inc. (the landlord for Mr. Davis' constituency office), to follow up earlier telephone conversations, and request "confirmation and details of all payments that have been received by the landlord with respect to the rental of the constituency office of Mr. Greg Davis". A copy of the release signed by Mr. Davis and provided to the Office of the Clerk was attached, and the e-mail informed the landlord that the Constituency Assistant to Mr. Davis had the original release document should they require same. The release gave authority to the landlord to release details to the Legislative Assembly of all payments received by the landlord for Mr. Davis' constituency office beginning October 2010 until present (Appendix J).

Media reports on or about March 14, 2014 quoting the Executive Director of the Progressive Conservative Party of New Brunswick (PCNB) indicated that a payment had been made in 2012 by the party, with respect to outstanding rent for Mr. Davis' constituency office. Accordingly as part of this review a request was made by e-mail on Friday, March 21, 2014 to the Executive Director (following earlier telephone discussions) for "confirmation and details of any payments made by PCNB with respect to the rental of the constituency office of Mr. Greg Davis".

At approximately 3:00 pm on March 24, 2014, a copy of a release signed by Mr. Davis

(Appendix K) and a copy of the Progressive Conservative Party of New Brunswick cheque stub #136000 (Appendix L) were hand-delivered to the Finance and Human Resources section offices located in Jewett House. The release is dated March 21, 2014 and states:

“I, Greg Davis, hereby give the authority to the Progressive Conservative Party of New Brunswick to release all details to the Legislative Assembly of New Brunswick specifically regarding the \$5125 loan that I received from them in June 2012.”

According to the cheque stub, the cheque appears to be payable to “Fred Doucette”, is in the amount of \$5,125.00, is dated “06/04/2012” and includes the notation “Jan - June rent”. During discussions with the Executive Director of the Party, he indicated that the above payment for rent was in the nature of a loan to Mr. Davis.

At 3:37 PM on March 24, 2014, I received an e-mail from the landlord with an attached spreadsheet (Appendix M) detailing all office rent charges and receipts by the landlord for the period from November 2010 to March 2014 inclusive per the landlord’s records. In the e-mail, the landlord stated that Mr. Davis “paid sporadically and the amounts were what he could pay at the time”, that Greg Davis “never requested a receipt for any monies he gave me for rent” and also stated there was an “error in calculation” by the landlord “as to the rent due by Greg Davis” and a balance of \$1,922.00 remains in arrears. The spreadsheet includes the \$5,125.00 payment from PCNB and the \$6,665.00 payment for constituency office rental from the Legislative Assembly as amounts received as payment for office rent.

The attached spreadsheet (Appendix N) lists all reimbursements claimed by Mr. Davis for constituency office rent through the submission of Member’s Constituency Office Expense Account forms by date, and also shows the dates and payment amounts that were recorded as received by the landlord. Analyzing and trying to determine which months were paid to the landlord and when the payment was made, is complicated by the fact that office rents for March 2012, March 2013 and September 1-14, 2013 were not claimed for reimbursement by Mr. Davis, the amounts recorded as received varied (as noted by the landlord), and the unknown timing and nature of the \$1,922.00 error in calculation noted by the landlord. Mr. Davis and the landlord should work together to agree on the details of each of the office rent payments and receipts.

Overall, the receipts recorded by the landlord (\$39,775.00) exceed the total of the amounts reimbursed to Mr. Davis (\$32,544.00) by the Legislative Assembly plus the \$6,665.00 paid directly by the Legislative Assembly to the landlord for a total disbursement of \$39,209.00. However, according to the landlord’s records, this still leaves a \$1,922.00 balance owing by Mr. Davis on the total office rent invoiced in the amount of \$41,697.00 for 41 months of office rental. Mr. Davis and the landlord should work together to agree on any balance outstanding and the applicable months. According to the Legislative Assembly records and as noted in Appendix N, Mr. Davis claimed a total reimbursement of \$32,544.00 for constituency office rental costs for the period from November 1, 2010 to August 31, 2013 and the Legislative Assembly made a rental payment of \$6,665.00 on his behalf to the landlord (for the period September 15, 2013 to

March 31, 2014), for a total of \$39,209.00, the equivalent of 38.5 months of rent costs.

In summary, the Legislative Assembly records and the records of rent payments provided to our office by the landlord and detailed in Appendix N indicate that the total of the amounts recorded as having been received by the landlord for the rental of Mr. Davis' constituency office for the period November 1, 2010 to March 31, 2014 are greater than the total of the amounts disbursed by the Legislative Assembly, which would include both the amounts claimed by Mr. Davis up to and including the month of August 2013 and the amount paid by the Legislative Assembly to the landlord on Mr. Davis' behalf on March 13, 2014 for the period from September 15, 2013 to March 31, 2014.

### **Office Operations**

A total of \$38,355.65 in expenditures associated with office operations were charged to Mr. Davis' Constituency Office Allowance during the four fiscal years since he was elected September 27, 2010 until March 31, 2014 inclusive. One instance was noted where the Member was inadvertently reimbursed twice for the same expenditure resulting in an overpayment of \$602.00 on claim AA825616 submitted on September 21, 2012. Appropriate invoices and supporting documentation were provided for radio advertising in May 2012 and June 2012 for both this claim and a previous claim AA825542 submitted on July 5, 2012. This appears to be an expenditure that was inadvertently submitted for reimbursement a second time by the Member and this error should have been detected by the internal control processes in place at the Legislative Assembly. I recommend determining the appropriate options available for recovery of this duplicate payment.

The Institute of Internal Auditors estimates that up to 0.5% of all payments are duplicate payments due to a number of reasons ranging from the vendor invoicing twice in error to different payment methods for the same invoice. All organizations, including the Province of New Brunswick expend resources and develop processes and procedures to prevent duplicate payments. In addition to using the Province's Oracle vendor payment system and utilizing its built-in internal controls, the Office of the Clerk's internal control procedures include reviewing the Member's previous claims to avoid reimbursement being made twice for the same invoice.

Sufficient appropriate internal controls must be in place to prevent duplicate payments and consideration could be given to reviewing the resources required to provide increased direct payment to vendors by the Legislative Assembly for constituency office related expenditures to further reduce the potential for duplicate payments by fully utilizing built-in internal controls of the Province's Oracle vendor payment system.

## **Office Staff**

A total of \$60,927.00 in expenditures associated with office staff were claimed by Mr. Davis during the four fiscal years since he was elected September 27, 2010 until March 31, 2014 inclusive. In accordance with the decision of the Legislative Administration Committee for the Office of the Clerk to implement and administer a payroll service for staff in Members' Constituency Offices, all bi-weekly payroll payments to the Member's Constituency Office Assistant were correctly and appropriately supported by the following documentation:

- a) an employment agreement with the Member signed by the respective employee,
- b) a weekly time-sheet certified correct by the employee and approved by the Member, and
- c) collaborated by details in the Constituency Office Plan submitted for each fiscal year by the Member and approved by the Clerk of the Legislative Assembly.

## **Recommendations (internal practices, procedures or controls):**

The "Rules for the Operation of Constituency Offices" (as approved by the Legislative Administration Committee on September 30, 1993) and amendments thereto, have not been updated to reflect modernization in vendor invoicing and payment processes. The Rules for the Operation of Constituency Offices should be updated and current practice should be formally documented and approved by the Legislative Administration Committee to facilitate timely and accurate payment of expenditures associated with the operation of Members' constituency offices including the costs associated with office accommodations and office operations.

Consideration should be given to reviewing the resources required to provide increased direct payment of vendors by the Legislative Assembly for constituency office related expenditures, specifically constituency office rental costs. This would mitigate the current requirement to fund the expenditures from the personal assets of the Member, would ensure timely payment of vendors, and would further reduce the potential for duplicate payments by fully utilizing built-in internal controls of the Province's Oracle vendor payment system.

## List of Appendices

- Appendix A Listing of Expenditures 2010-2011 Fiscal Year
- Appendix B Listing of Expenditures 2011-2012 Fiscal Year
- Appendix C Listing of Expenditures 2012-2013 Fiscal Year
- Appendix D Listing of Expenditures 2013-2014 Fiscal Year
- Appendix E Member's Constituency Office Expense Account Form
- Appendix F Rules for the Operation of Constituency Offices
- Appendix G Constituency Office Rent Expenditures
- Appendix H Roseberry Square Inc. - Invoice # 201237
- Appendix I Bailiff's Notice
- Appendix J Release signed by Greg Davis for Landlord
- Appendix K Release signed by Greg Davis for PCNB
- Appendix L PCNB Cheque Stub # 13600
- Appendix M Landlord Spreadsheet - Detail of Office Rent Charges and Receipts
- Appendix N Constituency Office Rent Payment Information

**Appendix A**

INTERNAL REVIEW  
GREG DAVIS MLA - CONSTITUENCY OFFICE ALLOWANCE - 2010-2011 FISCAL YEAR

Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
442240 Worldlynx	Oct 26/10	Yes	Yes	Yes	Blackberry Torch 9800 (for Greg Davis)	159.95	Office Operations	Yes	PNB Contract Invoiced to LA MLA approved	Yes	Yes
AA828363	Nov 4/10	Yes	Yes	Yes	Laptop Computer system from Futureshop	1,369.98	Office Operations	Yes	Future Shop Receipt	Yes	Yes
443240 Worldlynx	Nov 2/10	Yes	Yes	Yes	Blackberry Torch (for Jessy Perron - Constituency Assistant)	159.95	Office Operations	Yes	PNB Contract Invoiced to LA MLA approved	Yes	Yes
PE101106	Nov 22/10	Yes	Yes	Yes	Payroll for pay period ending November 6, 2010 (3 weeks)	720.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA829967	Nov 24/10	Yes	Yes	Yes	November 2010 Office Rent Claimed \$900 of \$1017 invoice (HST claimed on AA829456)	900.00	Office Accommodations	Yes	Roseberry Square Inc. invoice for \$1017 incl HST	Claimed \$900 - no HST	Yes
					Buro Plus - Office Furniture Invoice # 5264208 - Kit Desk Novesco Collection	1,800.00	Office Operations	Yes	Buro Plus invoice #5264208	Yes	Yes
					7 invoices < \$200 each - office supplies & equipment including lamps, chairs & cleaning supplies	453.68	Office Operations	Yes	Various receipt invoices paid by debit or cash, etc.	Yes	Yes
PE101120	Nov 26/10	Yes	Yes	Yes	Payroll for pay period ending November 20, 2010 (2 weeks)	480.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes

INTERNAL REVIEW  
GREG DAVIS MLA - CONSTITUENCY OFFICE ALLOWANCE - 2010-2011 FISCAL YEAR

Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
BBChargeback	Dec 3/10	Yes	Yes	Yes	PNB annual chargeback for two Blackberry e-mail services (MLA & Constituency Assistant)	530.00	Office Operations	Yes	Inter-departmental Journal Entry	Yes	Yes
PE101204	Dec 10/10	Yes	Yes	Yes	Payroll for pay period ending December 4, 2010 (2 weeks)	480.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA828941	Dec 13/10	Yes	Yes	Yes	Office Services - Communications and Advertising - Web/Radio	2,000.00	Office Operations	Yes	Invoice from J.V.H. Market & Design	Yes	Yes
					Office Chair for Reception	249.00	Office Operations	Yes	Buro Plus invoice #5263684	Yes	Yes
					Lateral file Cabinet	347.99	Office Operations	Yes	Buro Plus invoice #5264694	Yes	Yes
					Bell Aliant Office Phone November 6, 2010 - Invoice	201.75	Office Operations	Yes	Bell Aliant monthly invoice	Yes	Yes
					Office Supplies including envelopes, desk pad, pens and paper, etc.	112.72	Office Operations	Yes	Staples Canada receipt	Yes	Yes
PE101218	Jan 4/11	Yes	Yes	Yes	Payroll for pay period ending December 18, 2010 (2 weeks)	480.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes



INTERNAL REVIEW  
GREG DAVIS MLA - CONSTITUENCY OFFICE ALLOWANCE - 2010-2011 FISCAL YEAR

Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
PE100101	Jan 10/11	Yes	Yes	Yes	Payroll for pay period ending January 1, 2011 (2 weeks)	480.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA829969	Jan 13/11	Yes	Yes	Yes	December 2010 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					January 2011 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					Bell Aliant Office Phone December 6, 2010 - Invoice	163.72	Office Operations	Yes	Bell Aliant monthly invoice	Yes	Yes
					Blackberry - Constituency Assistant December 22, 2010 - Invoice	80.81	Office Operations	Yes	Bell Mobility monthly invoice Acct #516179706	Yes	Yes
					Blackberry - MLA account November 22, 2010 - Invoice	213.18	Office Operations	Yes	Bell Mobility monthly invoice Acct #516124531	Yes	Yes
					Blackberry - MLA account December 22, 2010 - Invoice	289.58	Office Operations	Yes	Bell Mobility monthly invoice Acct #516124531	Yes	Yes
U831M332	Jan 13/11	Yes	Yes	Yes	Province of New Brunswick Flag Pins (100)	72.00	Office Operations	Yes	Supply Requisition NBON - PNB Central Stores	Yes	Yes

INTERNAL REVIEW  
GREG DAVIS MLA - CONSTITUENCY OFFICE ALLOWANCE - 2010-2011 FISCAL YEAR

Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
PE110115	Jan 21/11	Yes	Yes	Yes	Payroll for pay period ending January 15, 2011 (1 week)	240.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE110129	Feb 4/11	Yes	Yes	Yes	Payroll for pay period ending January 29, 2011 (3 weeks)	720.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
COAMLB OX	Feb 7/11	Yes	Yes	Yes	PNB exchange email address for Constituency Assistant - Annual PNB Chargeback	77.98	Office Operations	Yes	Inter-departmental Journal Entry	Yes	Yes
PE110212	Feb 18/11	Yes	Yes	Yes	Payroll for pay period ending February 12, 2011 (1 week)	240.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE110226	March 4/11	Yes	Yes	Yes	Payroll for pay period ending February 26, 2011 (3 weeks)	720.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE110312	March 18/11	Yes	Yes	Yes	Payroll for pay period ending March 12, 2011 (2 weeks)	480.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
U831M446	March 23/11	Yes	Yes	Yes	Province of New Brunswick 4" * 6" Flags on Wooden Stick (50)	24.50	Office Operations	Yes	Supply Requisition NBON - PNB Central Stores	Yes	Yes
PE110326	March 28/11	Yes	Yes	Yes	Payroll for pay period ending March 26, 2011 (2 weeks)	480.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes

INTERNAL REVIEW  
GREG DAVIS MLA - CONSTITUENCY OFFICE ALLOWANCE - 2010-2011 FISCAL YEAR

Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
PE110331	March 31/11	Yes	Yes	Yes	Payroll for period March 27 to March 31, 2011 (1 week) accrued at year end	240.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA829456	April 11/11	Yes	Yes	Yes	HST on November 2010 Office Rent (see AA829967)	N/A	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					February 2011 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					March 2011 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					Office Supplies	69.98	Office Operations	Yes	Future Shop Receipt	Yes	Yes
					Bell Aliant Office Phone February 6, 2011 and March 6, 2011 - Invoices	327.25	Office Operations	Yes	Bell Aliant monthly invoices	Yes	Yes
					Blackberry - Constituency Assistant November 22, 2010 - Invoice	134.91	Office Operations	Yes	Bell Mobility monthly invoice Acct #516179706	Yes	Yes
					Blackberry - Constituency Assistant January 22, 2011 and February 22, 2011 - Invoices	139.82	Office Operations	Yes	Bell Mobility monthly invoices Acct #516179706	Yes	Yes

INTERNAL REVIEW  
GREG DAVIS MLA - CONSTITUENCY OFFICE ALLOWANCE - 2010-2011 FISCAL YEAR

Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
					Blackberry - MLA account January 22, 2011 and February 22, 2011 - Invoices	493.99	Office Operations	Yes	Bell Mobility monthly invoices Acct #516124531	Yes	Yes
AA829658	April 15/11	Yes	Yes	Yes	Radio Advertisement - Feb 24-26 - SNOFEST	225.00	Office Operations	Yes	95 CKNB Invoice and copy of radio script	Yes	Yes
					Bell Aliant Office Phone January 6, 2011 - Invoice	163.68	Office Operations	Yes	Bell Aliant monthly invoice	Yes	Yes
AA829488	May 6/11	Yes	Yes	Yes	Blackberry - Constituency Assistant March 22, 2011 - Invoice	67.56	Office Operations	Yes	Bell Mobility monthly invoice Acct #516179706	Yes	Yes
					Blackberry - MLA account March 22, 2011 - Invoice	200.22	Office Operations	Yes	Bell Mobility monthly invoice Acct #516124531	Yes	Yes
					<b>TOTAL EXPENSES FOR FISCAL YEAR</b>	<b>20,389.20</b>					

INTERNAL REVIEW  
GREG DAVIS MLA - CONSTITUENCY OFFICE ALLOWANCE - 2011-2012 FISCAL YEAR

Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
AA829657	April 16/11	Yes	Yes	Yes	April 2011 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
PE110409	April 26/11	Yes	Yes	Yes	Payroll for period April 1 to April 9, 2011 (1 week)	240.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE110423	May 2/11	Yes	Yes	Yes	Payroll for pay period ending April 23, 2011 (2 weeks)	480.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA829672	May 6/11	Yes	Yes	Yes	May 2011 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					Bell Aliant Office Phone April 6, 2011 - Invoice	165.69	Office Operations	Yes	Bell Aliant monthly invoice	Yes	Yes
PE110507	May 24/11	Yes	Yes	Yes	Payroll for pay period ending May 7, 2011 (2 weeks)	480.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA829704	June 2/11	Yes	Yes	Yes	Bell Aliant Office Phone May 6, 2011 - Invoice	163.57	Office Operations	Yes	Bell Aliant monthly invoice	Yes	Yes
					Blackberry - Constituency Assistant April 22, 2011 - Invoice	75.24	Office Operations	Yes	Bell Mobility monthly invoice Acct #516179706	Yes	Yes

INTERNAL REVIEW  
GREG DAVIS MLA - CONSTITUENCY OFFICE ALLOWANCE - 2011-2012 FISCAL YEAR

Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
					Blackberry - MLA account April 22, 2011 - Invoice	243.14	Office Operations	Yes	Bell Mobility monthly invoice Acct #516124531	Yes	Yes
PE110521	June 6/11	Yes	Yes	Yes	Payroll for pay period ending May 21, 2011 (2 weeks)	720.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
U831M090	June 8/11	Yes	Yes	Yes	Water bottles with PNB logo (187)	287.98	Office Operations	Yes	Supply Requisition NBON - PNB Central Stores	Yes	Yes
AA829708	June 9/11	Yes	Yes	Yes	Office Furniture - Lateral file and hatch	1,194.98	Office Operations	Yes	Buro Plus invoice #5270844	Yes	Yes
					Office Furniture - Office Chair	249.00	Office Operations	Yes	Buro Plus invoice #5075800	Yes	Yes
					Office Furniture - Office Desk Kit	1,800.00	Office Operations	Yes	Buro Plus invoice #5271896	Yes	Yes
					Office Furniture - Office Chair	499.00	Office Operations	Yes	Buro Plus invoice #5075883	Yes	Yes
					Office Supplies - Folders and ink cartridges - invoices < \$200	91.96	Office Operations	Yes	Buro Plus invoices #5273314 and #5272110	Yes	Yes

INTERNAL REVIEW  
GREG DAVIS MLA - CONSTITUENCY OFFICE ALLOWANCE - 2011-2012 FISCAL YEAR

Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
					Office Furniture - Lateral file cabinet	347.99	Office Operations	Yes	Buro Plus invoice #5272112	Yes	Yes
AA829716	June 10/11	Yes	Yes	Yes	June 2011 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
1565563 (Coveys)	June 10/11	Yes	Yes	Yes	Office Supplies - Avery Legal Seals (2 packages)	21.26	Office Operations	Yes	Coveys invoice	Yes	Yes
U831M099	June 15/11	Yes	Yes	Yes	PNB Flags (100) and NBWordmark lapel pins (200)	126.00	Office Operations	Yes	Supply Requisition NBON - PNB Central Stores	Yes	Yes
PE110604	June 17/11	Yes	Yes	Yes	Payroll for pay period ending June 4, 2011 (2 weeks)	690.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
U831M079	June 20/11	Yes	Yes	Yes	PNB Flags (10)	279.55	Office Operations	Yes	Supply Requisition NBON - PNB Central Stores	Yes	Yes
PE110618	June 27/11	Yes	Yes	Yes	Payroll for pay period ending June 18, 2011 (2 weeks)	570.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
U831M128	July 4/11	Yes	Yes	Yes	Water bottles with PNB logo (200)	310.00	Office Operations	Yes	Supply Requisition NBON - PNB Central Stores	Yes	Yes

INTERNAL REVIEW  
GREG DAVIS MLA - CONSTITUENCY OFFICE ALLOWANCE - 2011-2012 FISCAL YEAR

Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
AA829734	July 8/11	Yes	Yes	Yes	July 2011 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					Advertising in Tourism Map Contract #4009239	200.00	Office Operations	Yes	Invoice from 95 CKNB	Yes	Yes
					Blackberry - MLA account May 22, 2011 - Invoice	220.03	Office Operations	Yes	Bell Mobility monthly invoice Acct #516124531	Yes	Yes
PE110702	July 12/11	Yes	Yes	Yes	Payroll pay period ending July 2, 2011 (2 weeks)	480.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE110716	July 25/11	Yes	Yes	Yes	Payroll for pay period ending July 16, 2011 (1 week)	240.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA829749	July 27/11	Yes	Yes	Yes	Advertisement - New Brunswick Day - July 25, 2011	200.00	Office Operations	Yes	Brunswick News Receipt	Yes	Yes
					Blackberry - Constituency Assistant May 22, 2011 and June 22, 2011 - Invoices	339.84	Office Operations	Yes	Bell Mobility monthly invoices Acct #516179706	Yes	Yes
					Blackberry - MLA account June 22, 2011 - Invoice	247.31	Office Operations	Yes	Bell Mobility monthly invoice Acct #516124531	Yes	Yes



INTERNAL REVIEW  
GREG DAVIS MLA - CONSTITUENCY OFFICE ALLOWANCE - 2011-2012 FISCAL YEAR

Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
					Bell Aliant Office Phone June 6, 2011 and July 6, 2011 - Invoices	327.32	Office Operations	Yes	Bell Aliant monthly invoices	Yes	Yes
U831M178	Aug 2/11	Yes	Yes	Yes	PNB Flags on wooden sticks (200)	110.00	Office Operations	Yes	Supply Requisition NBOB - PNB Central Stores	Yes	Yes
PE110730	Aug 11/11	Yes	Yes	Yes	Payroll for pay period ending July 30, 2011 (3 weeks)	720.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE110813	Aug 22/11	Yes	Yes	Yes	Payroll for pay period ending August 13, 2011 (2 weeks)	480.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE110827	Sept 12/11	Yes	Yes	Yes	Payroll for pay period ending August 27, 2011 (2 weeks)	480.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE110910	Sept 16/11	Yes	Yes	Yes	Payroll for pay period ending September 10, 2011 (2 weeks)	480.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA825030	Sept 29/11	Yes	Yes	Yes	August 2011 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					September 2011 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes

INTERNAL REVIEW  
GREG DAVIS MLA - CONSTITUENCY OFFICE ALLOWANCE - 2011-2012 FISCAL YEAR

Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
					Blackberry - Constituency Assistant July 22, 2011 and August 22, 2011 Invoices	140.10	Office Operations	Yes	Bell Mobility monthly invoices Acct #516179706	Yes	Yes
					Blackberry - MLA account July 22, 2011 and August 22, 2011 - Invoices	458.99	Office Operations	Yes	Bell Mobility monthly invoices Acct #516124531	Yes	Yes
					Bell Aliant Office Phone August 6, 2011 - Invoice	163.49	Office Operations	Yes	Bell Aliant monthly invoice	Yes	Yes
					Certificate Paper (2 packages)	220.00	Office Operations	Yes	York Street Enterprises invoice	Yes	Yes
					Office Supplies - Power adapter and courier charges	116.24	Office Operations	Yes	Vendor receipts and invoices	Yes	Yes
U831M260	Sept 29/11	Yes	Yes	Yes	Certificate Holders (10)	81.70	Office Operations	Yes	Supply Requisition NBON - PNB Central Stores	Yes	Yes
AA825032	Sept 30/11	Yes	Yes	Yes	Bell Aliant Office Phone September 6, 2011 - Invoice	163.98	Office Operations	Yes	Bell Aliant monthly invoice	Yes	Yes
PE110924	Oct 3/11	Yes	Yes	Yes	Payroll for pay period ending Sept 24, 2011 (1 week)	240.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes

INTERNAL REVIEW  
GREG DAVIS MLA - CONSTITUENCY OFFICE ALLOWANCE - 2011-2012 FISCAL YEAR

Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
PE111008	Oct 17/11	Yes	Yes	Yes	Payroll for pay period ending Oct 8, 2011 (2 weeks)	480.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE111022	Oct 28/11	Yes	Yes	Yes	Payroll for pay period ending Oct 22, 2011 (3 weeks)	720.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA825088	Nov 9/11	Yes	Yes	Yes	October 2011 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					November 2011 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					Bell Aliant Office Phone October 6, 2011 - Invoice	163.66	Office Operations	Yes	Bell Aliant monthly invoice	Yes	Yes
					Blackberry - Constituency Assistant September 22, 2011 and October 22, 2011 - Invoices	131.59	Office Operations	Yes	Bell Mobility monthly invoices Acct #516179706	Yes	Yes
					Blackberry - MLA account September 22, 2011 and October 22, 2011 - Invoices	638.78	Office Operations	Yes	Bell Mobility monthly invoices Acct #516124531	Yes	Yes
					Office Services - Communications	2,200.00	Office Operations	Yes	Invoice from J.V.H. Market & Design	Yes	Yes

INTERNAL REVIEW  
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Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
					Office Supplies - Pens, etc.	24.65	Office Operations	Yes	Staples Canada Receipt	Yes	Yes
PE111105	Nov 17/11	Yes	Yes	Yes	Payroll for pay period ending November 5, 2011 (2 weeks)	480.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA825097	Nov 25/11	Yes	Yes	Yes	Bell Aliant Office Phone November 6, 2011 - Invoice	173.50	Office Operations	Yes	Bell Aliant monthly invoice	Yes	Yes
PE111119	Nov 29/11	Yes	Yes	Yes	Payroll for pay period ending November 19, 2011 (2 weeks)	512.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
U831M339	Dec 6/11	Yes	Yes	Yes	NB Wordmark, Coat of arms, Violet and chickadee lapel pins and NB logo water bottles	460.80	Office Operations	Yes	Supply Requisition NBON - PNB Central Stores	Yes	Yes
AA825140	Dec 9/11	Yes	Yes	Yes	December 2011 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					Blackberry - Constituency Assistant November 22, 2011 - Invoice	63.84	Office Operations	Yes	Bell Mobility monthly invoice Acct #516179706	Yes	Yes
					Blackberry - MLA account November 22, 2011 - Invoice	594.04	Office Operations	Yes	Bell Mobility monthly invoice Acct #516124531	Yes	Yes

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Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
PE111203	Dec 12/11	Yes	Yes	Yes	Payroll for pay period ending December 3, 2011 (2 weeks)	512.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
BBChargeback	Dec 20/11	Yes	Yes	Yes	PNB annual chargeback for Blackberry e-mail services	80.00	Office Operations	Yes	Inter-departmental Chargeback	Yes	Yes
PE111217	Dec 22/11	Yes	Yes	Yes	Payroll for pay period ending December 17, 2011 (2 weeks)	512.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
U831M351	Jan 10/12	Yes	Yes	Yes	PNB Flags (100), NB Workmark (100), 100 Chickadee and 100 Violet lapel pins	243.00	Office Operations	Yes	Supply Requisition NBON - PNB Central Stores	Yes	Yes
PE111231	Jan 10/12	Yes	Yes	Yes	Payroll for pay period ending December 31, 2011 (2 weeks)	512.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA825127	Jan 13/12	Yes	Yes	Yes	January 2012 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					Bell Aliant Office Phone December 6, 2011 - Invoice	181.58	Office Operations	Yes	Bell Aliant monthly invoice	Yes	Yes
					Blackberry - MLA account December 22, 2011 - Invoice	238.02	Office Operations	Yes	Bell Mobility monthly invoice Acct #516124531	Yes	Yes

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Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
					Blackberry - Constituency Assistant December 22, 2011 - Invoice	60.56	Office Operations	Yes	Bell Mobility monthly invoice Acct #516179706	Yes	Yes
PE120114	Jan 20/12	Yes	Yes	Yes	Payroll for pay period ending January 14, 2012 (2 weeks)	512.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE120128	Feb 3/12	Yes	Yes	Yes	Payroll for pay period ending January 28, 2012 (2 weeks)	512.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE120211	Feb 17/12	Yes	Yes	Yes	Payroll for pay period ending February 11, 2012 (2 weeks)	512.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE120225	March 5/12	Yes	Yes	Yes	Payroll for pay period ending February 25, 2012 (1 week)	256.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE120310	March 16/12	Yes	Yes	Yes	Payroll for pay period ending March 10, 2012 (1 week)	480.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
U831M467	March 26/12	Yes	Yes	Yes	PNB Pins, Flags, Hats and Certificate Holders	831.84	Office Operations	Yes	Supply Requisition NBON - PNB Central Stores	Yes	Yes
COAMLB OX	March 27/12	Yes	Yes	Yes	PNB exchange email address for Constituency Assistant - Annual PNB Chargeback	150.00	Office Operations	Yes	Inter-departmental Journal Entry	Yes	Yes

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Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
PE120324	March 30/12	Yes	Yes	Yes	Payroll for pay period ending March 24, 2012 (2 weeks)	960.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE120331	April 4/12	Yes	Yes	Yes	Payroll for period March 25 to March 31, 2012 (1 week)	480.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA825224	April 19/12	Yes	Yes	Yes	February 2012 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					Blackberry - MLA account January 22, 2012 and March 22, 2012 - Invoices	446.32	Office Operations	Yes	Bell Mobility monthly invoices Acct #516124531	Yes	Yes
					Blackberry - Constituency Assistant January 22, 2012 and March 22, 2012 - Invoices	134.73	Office Operations	Yes	Bell Mobility monthly invoices Acct #516179706	Yes	Yes
					Radio Advertising - January to March 2012 (up to maximum of Constituency Office Allowance)	698.73	Office Operations	Yes	95 CKNB Radio Invoices - Jan, Feb and March 2012	Yes	Yes
					<b>TOTAL EXPENSES FOR FISCAL YEAR</b>	<b>40,000.00</b>					

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Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
PE120407	April 25/12	Yes	Yes	Yes	Payroll for period April 1 to April 7, 2012 (1 week)	480.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE120421	April 30/12	Yes	Yes	Yes	Payroll for pay period ending April 21, 2012 (2 weeks)	960.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE120505	May 14/12	Yes	Yes	Yes	Payroll for pay period ending May 5, 2012 (2 weeks)	960.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE120519	May 28/12	Yes	Yes	Yes	Payroll for pay period ending May 19, 2012 (2 weeks)	960.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
BBChargeback	June 4/12	Yes	Yes	Yes	PNB annual chargeback for Blackberry e-mail services - Constituency Assistant	40.00	Office Operations	Yes	Inter-departmental Chargeback	Yes	Yes
PE120602	June 8/12	Yes	Yes	Yes	Payroll for pay period ending June 2, 2012 (2 weeks)	960.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE120616	June 25/12	Yes	Yes	Yes	Payroll for pay period ending June 16, 2012 (2 weeks)	1,080.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA825542	July 5/12	Yes	Yes	Yes	April 2012 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes



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Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
					May 2012 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					June 2012 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					July 2012 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					Radio Advertising - April to June 2012	896.00	Office Operations	Yes	95 CKNB Radio Invoices - April to June, 2012	Yes	Yes
PE120630	July 9/12	Yes	Yes	Yes	Payroll for pay period ending June 30, 2012 (2 weeks)	1,080.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE120714	July 23/12	Yes	Yes	Yes	Payroll for pay period ending July 14, 2012 (2 weeks)	1,080.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE120728	Aug 3/12	Yes	Yes	Yes	Payroll for pay period ending July 28, 2012 (2 weeks)	1,080.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA825232	Aug 9/12	Yes	Yes	Yes	August 2012 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes

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Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
					Office Supplies and Equipment - Monitor and phone charger	374.97	Office Operations	Yes	Future shop and Dover Communications Receipts	Yes	Yes
PE120811	Aug 17/12	Yes	Yes	Yes	Payroll for pay period ending August 11, 2012 (2 weeks)	1,080.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE120825	Sept 11/12	Yes	Yes	Yes	Payroll for pay period ending August 25, 2012 (2 weeks)	1,080.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE120908	Sept 14/12	Yes	Yes	Yes	Payroll for pay period ending September 8, 2012 (2 weeks)	1,080.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA825615	Sept 20/12	Yes	Yes	Yes	Blackberry - MLA account May 22 2012, June 22 2012, July 22 2012 and August 22 2012 - Invoices	932.93	Office Operations	Yes	Bell Mobility monthly invoices Acct #516124531	Yes	Yes
					Blackberry - Constituency Assistant May 22 2012, June 22 2012, July 22 2012 and August 22 2012 - Invoices	387.05	Office Operations	Yes	Bell Mobility monthly invoices Acct #516179706	Yes	Yes
					Office Supplies and Equipment - Staples, pens, paper and ink cartridges	263.89	Office Operations	Yes	Buro Plus invoices #5288171 and #5288167	Yes	Yes
					Mobile internet access for period April to August 2012 (5 months)	1,901.22	Office Operations	Yes	Telus monthly invoices - client #24100674	Yes	Yes

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Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
AA825616	Sept 21/12	Yes	Yes	Yes	September 2012 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					Advertising - Campbellton Sports Hall of Fame Program	200.00	Office Operations	Yes	Invoice from Campbellton Sports Hall of Fame	Yes	Yes
					Office Supplies and Equipment - Folders and Monitor	149.46	Office Operations	Yes	Invoices from the Source and Buro Plus	Yes	Yes
					Radio Advertising - May to August 2012 (Error May - June 2012 previously reimbursed)	1,232.00	Office Operations	Yes	95 CKNB Radio Invoices - May to August, 2012	No - Should be \$630	Yes
PE120922	Sept 28/12	Yes	Yes	Yes	Payroll for pay period ending September 22, 2012 (2 weeks)	1,080.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA825649	Oct 10/12	Yes	Yes	Yes	October 2012 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
PE121006	Oct 15/12	Yes	Yes	Yes	Payroll for pay period ending October 6, 2012 (2 weeks)	1,080.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE121020	Oct 26/12	Yes	Yes	Yes	Payroll for pay period ending October 20, 2012 (2 weeks)	1,080.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes

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Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
AA825652	Oct 26/12	Yes	Yes	Yes	Office Supplies - Postage, paper, water and file folders, etc.	40.27	Office Operations	Yes	11 receipts from various vendors less than \$25 each	Yes	Yes
					Blackberry - MLA account September 22, 2012 - Invoice	269.81	Office Operations	Yes	Bell Mobility monthly invoice Acct #516124531	Yes	Yes
					Blackberry - Constituency Assistant September 22, 2012 - Invoice	101.86	Office Operations	Yes	Bell Mobility monthly invoice Acct #516179706	Yes	Yes
AA829131	Nov 7/12	Yes	Yes	Yes	November 2012 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
PE121103	Nov 9/12	Yes	Yes	Yes	Payroll for pay period ending November 3, 2012 (2 weeks)	1,080.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
BBChargeback	Nov 21/12	Yes	Yes	Yes	PNB annual chargeback for Blackberry e-mail services - MLA	40.00	Office Operations	Yes	Inter-departmental Chargeback	Yes	Yes
PE121117	Nov 23/12	Yes	Yes	Yes	Payroll for pay period ending November 17, 2012 (2 weeks)	1,080.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA829206	Nov 30/12	Yes	Yes	Yes	Blackberry - MLA account October 22, 2012 - Invoice	267.74	Office Operations	Yes	Bell Mobility monthly invoice Acct #516124531	Yes	Yes

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Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
					Blackberry - Constituency Assistant October 22, 2012 - Invoice	91.90	Office Operations	Yes	Bell Mobility monthly invoice Acct #516179706	Yes	Yes
AA825687	Dec 7/12	Yes	Yes	Yes	December 2012 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
PE121201	Dec 7/12	Yes	Yes	Yes	Payroll for pay period ending December 1, 2012 (2 weeks)	1,080.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE121215	Dec 19/12	Yes	Yes	Yes	Payroll for pay period ending December 15, 2012 (2 weeks)	1,080.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA825713	Jan 3/13	Yes	Yes	Yes	Blackberry - MLA account November 22, 2012 - Invoice	431.59	Office Operations	Yes	Bell Mobility monthly invoice Acct #516124531	Yes	Yes
					Blackberry - Constituency Assistant November 22, 2012 - Invoice	93.04	Office Operations	Yes	Bell Mobility monthly invoice Acct #516179706	Yes	Yes
PE121229	Jan 8/13	Yes	Yes	Yes	Payroll for pay period ending December 29, 2012 (1 week)	540.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE130112	Jan 28/13	Yes	Yes	Yes	Payroll for pay period ending January 12, 2013 (3 weeks)	1,035.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes

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Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
PE130126	Feb 1/13	Yes	Yes	Yes	Payroll for pay period ending January 26, 2013 (1 week) - Employee laid off January 18, 2013	540.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA829207	Feb 13/13	Yes	Yes	Yes	Blackberry - MLA account December 22, 2012 - Invoice	267.56	Office Operations	Yes	Bell Mobility monthly invoice Acct #516124531	Yes	Yes
					Blackberry- Constituency Assistant December 22, 2012 - Invoice	103.67	Office Operations	Yes	Bell Mobility monthly invoice Acct #516179706	Yes	Yes
					January 2013 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					February 2013 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
COAMLB OX	Feb 21/13	Yes	Yes	Yes	PNB exchange e-mail address for Constituency Assistant - Annual PNB Chargeback	148.00	Office Operations	Yes	Inter-departmental Journal Entry	Yes	Yes
AA824258	March 28/13	Yes	Yes	Yes	Blackberry - MLA account February 22, 2013 - Invoice	312.04	Office Operations	Yes	Bell Mobility monthly invoice Acct #516124531	Yes	Yes
					<b>TOTAL EXPENSES FOR FISCAL YEAR</b>	<b>40,000.00</b>					

Appendix D

INTERNAL REVIEW  
GREG DAVIS MLA - CONSTITUENCY OFFICE ALLOWANCE - 2013-2014 FISCAL YEAR

Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
AA824262	Apr 2/13	Yes	Yes	Yes	April 2013 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
PE130406	Apr 17/13	Yes	Yes	Yes	Payroll for pay period ending April 6, 2013 (1 week)	414.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE130420	Apr 26/13	Yes	Yes	Yes	Payroll for pay period ending April 20, 2013 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA825777	May 3/13	Yes	Yes	Yes	May 2013 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
AA825779	May 8/13	Yes	Yes	Yes	Blackberry - Constituency Assistant April 22, 2013 - Invoice	79.64	Office Operations	Yes	Bell Mobility monthly invoice Acct #516179706	Yes	Yes
					Blackberry - MLA account April 22, 2013 - Invoice	206.28	Office Operations	Yes	Bell Mobility monthly invoice Acct #516124531	Yes	Yes
PE130504	May 21/13	Yes	Yes	Yes	Payroll for pay period ending May 4, 2013 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE130518	May 27/13	Yes	Yes	Yes	Payroll for pay period ending May 18, 2013 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes

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Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
U831M076	May 29/13	Yes	Yes	Yes	NB Wordmark lapel pins (200)	68.00	Office Operations	Yes	Supply Requisition NBON - PNB Central Stores	Yes	Yes
BBChargeback	June 3/13	Yes	Yes	Yes	PNB annual chargeback for Blackberry e-mail services - Constituency Assistant	40.00	Office Operations	Yes	Inter-departmental Chargeback	Yes	Yes
AA825795	June 5/13	Yes	Yes	Yes	June 2013 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
PE130601	June 11/13	Yes	Yes	Yes	Payroll for pay period ending June 1, 2013 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA825924	June 14/13	Yes	Yes	Yes	Blackberry - MLA account May 22, 2013 - Invoice	233.89	Office Operations	Yes	Bell Mobility monthly invoice Acct #516124531	Yes	Yes
					Blackberry - Constituency Assistant May 22, 2013 - Invoice	94.28	Office Operations	Yes	Bell Mobility monthly invoice Acct #516179706	Yes	Yes
U831M100	June 19/13	Yes	Yes	Yes	PNB Flags on sticks (300) and NB wordmark lapel pins (200)	233.00	Office Operations	Yes	Supply Requisition NBON - PNB Central Stores	Yes	Yes
PE130615	July 2/13	Yes	Yes	Yes	Payroll for pay period ending June 15, 2013 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes



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Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
C32988919	July 2/13	Yes	Yes	Yes	Certificate Holders (5)	14.10	Office Operations	Yes	Invoice from Corporate Express	Yes	Yes
PE130629	July 8/13	Yes	Yes	Yes	Payroll for pay period ending June 29, 2013 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE130713	July 19/13	Yes	Yes	Yes	Payroll for pay period ending July 13, 2013 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
U831M126	July 22/13	Yes	Yes	Yes	Acadian Flags (5)	66.66	Office Operations	Yes	Supply Requisition NBON - PNB Central Stores	Yes	Yes
PE130727	Aug 2/13	Yes	Yes	Yes	Payroll for pay period ending July 27, 2013 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE130810	Aug 21/13	Yes	Yes	Yes	Payroll for pay period ending August 10, 2013 (1 week)	414.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE130824	Aug 30/13	Yes	Yes	Yes	Payroll for pay period ending August 24, 2013 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
U831M192	Sept 10/13	Yes	Yes	Yes	NB Pottery Dish (1) and NB T-Shirt (1)	34.48	Office Operations	Yes	Supply Requisition NBON - PNB Central Stores	Yes	Yes

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Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
PE130907	Sept 20/13	Yes	Yes	Yes	Payroll for pay period ending September 7, 2013 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE130921	Oct 2/13	Yes	Yes	Yes	Payroll for pay period ending September 21, 2013 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
U831M214	Oct 8/13	Yes	Yes	Yes	NB logo portfolio (1), NB logo T-Shirt (1) and NB logo mug (1)	32.07	Office Operations	Yes	Supply Requisition NBON - PNB Central Stores	Yes	Yes
PE131005	Oct 16/13	Yes	Yes	Yes	Payroll for pay period ending October 5, 2013 (2 weeks)	612.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE131019	Oct 31/13	Yes	Yes	Yes	Payroll for pay period ending October 19, 2013 (2 weeks)	630.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA824457	Nov 6/13	Yes	Yes	Yes	July 2013 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					Blackberry - MLA account June 22 2013, July 22 2013, August 22 2013 and September 22 2013 - Invoices	487.07	Office Operations	Yes	Bell Mobility monthly invoices Acct #516124531	Yes	Yes
					Blackberry - Constituency Assistant June 22 2013, July 22 2013, August 22 2013 and September 22 2013 - Invoices	364.46	Office Operations	Yes	Bell Mobility monthly invoices Acct #516179706	Yes	Yes

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Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
					Office Supplies - Postage	12.84	Office Operations	Yes	5 receipts from Canada Post	Yes	Yes
AA824458	Nov 7/13	Yes	Yes	Yes	Office Supplies - Including postage and water	64.69	Office Operations	Yes	9 receipts from various vendors	Yes	Yes
11357	Nov 12/13	Yes	Yes	Yes	Members Composite photograph	190.00	Office Operations	Yes	Invoice from Mullin's Photography Ltd.	Yes	Yes
PE131102	Nov 18/13	Yes	Yes	Yes	Payroll for pay period ending November 2, 2013 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
AA824652	Nov 20/13	Yes	Yes	Yes	August 2013 Office Rent	900.00	Office Accommodations	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
					Blackberry Charger	29.99	Office Operations	Yes	Invoice from JA Electronic Inc.	Yes	Yes
PE131116	Nov 27/13	Yes	Yes	Yes	Payroll for pay period ending November 16, 2013 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
BBChargeback	Nov 27/13	Yes	Yes	Yes	PNB annual chargeback for Blackberry e-mail services - MLA account	40.00	Office Operations	Yes	Inter-departmental Chargeback	Yes	Yes

INTERNAL REVIEW  
GREG DAVIS MLA - CONSTITUENCY OFFICE ALLOWANCE - 2013-2014 FISCAL YEAR

Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
PE131130	Dec 17/13	Yes	Yes	Yes	Payroll for pay period ending November 30, 2013 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE131214	Jan 7/14	Yes	Yes	Yes	Payroll for pay period ending December 14, 2013 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE131228	Jan 17/14	Yes	Yes	Yes	Payroll for pay period ending December 28, 2013 (2 weeks)	558.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE140111	Jan 20/14	Yes	Yes	Yes	Payroll for pay period ending January 11, 2014 (2 weeks)	684.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE140125	Feb 3/14	Yes	Yes	Yes	Payroll for pay period ending January 25, 2014 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE140208	Feb 14/14	Yes	Yes	Yes	Payroll for pay period ending Feb 8, 2014 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
COAMLB OX	Feb 25/14	Yes	Yes	Yes	PNB exchange e-mail address for Constituency Assistant - Annual PNB Chargeback	80.00	Office Operations	Yes	Inter-departmental Journal Entry	Yes	Yes
PE140222	Feb 28/14	Yes	Yes	Yes	Payroll for pay period ending February 22, 2014 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes

INTERNAL REVIEW  
GREG DAVIS MLA - CONSTITUENCY OFFICE ALLOWANCE - 2013-2014 FISCAL YEAR

Claim Number	Date Received	Certified by MLA	Spending Authority	Payment Authority	Description of Expenditure	Amount excl HST	Component	Eligible Expenditure	Evidence of Expenditure	Amount Correct	Coding Correct
201237	March 12/14	Yes	Yes	Yes	Office Rent plus landlord legal, bailiff and moving costs - September 15, 2013 to March 31, 2014	6,848.23	Office Operations (\$950.00) and Accommodations (\$5,898.23)	Yes	Invoice from Roseberry Square Inc.	Yes	Yes
PE140308	March 14/14	Yes	Yes	Yes	Payroll for pay period ending March 8, 2014 (1 week)	414.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE140322	March 22/14	Yes	Yes	Yes	Payroll for pay period ending March 22, 2014 (2 weeks)	828.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
PE140329	March 29/14	Yes	Yes	Yes	Payroll for week ending March 29, 2014 (1 week)	414.00	Office Staff	Yes	Weekly employee time sheet approved by MLA	Yes	Yes
					<b>TOTAL EXPENSES FOR FISCAL YEAR</b>	<b>33,591.68</b>					

**MEMBER'S CONSTITUENCY  
OFFICE EXPENSE ACCOUNT**



**COMpte DE FRAIS  
(BUREAU DE CIRCONSCRIPTION)**

70-1134 (1/13)

T.C.

29

PAY DATE DU PAIEMENT				
Y/A	M	D/J		

CDC

VENDOR NO / N° DU VENDEUR

ORC / PROC	ACCOUNT / COMPTÉ	TASK / TACHE	OPTION	ACTIVITY / ACTIVITÉ	AMOUNT / MONTANT	FORM NO. / VENDOR REFERENCE / N° DU FORMULAIRE / RÉFÉRENCE DU VENDEUR
						AA 840794
						Name / Nom
						Date or Month / Date ou Mois
						Address / Adresse
						Department / Ministère

Spending Authority / Autorisation de dépenses

Payment Authority / Autorisation de paiement

DATE	DETAILS / DETAILS	HT INCLUDED / INCLUS	INVOICE TOTAL / TOTAL DE LA FACTURE
TOTAL			

As authorized under subsection 30 (1) of the Legislative Assembly Act, I certify that I am entitled to a reimbursement of these expenses incurred in connection with my duties as a member and that this is a true statement of disbursements made by me for the operating costs of my constituency office.

Comme l'autorise le paragraphe 30 (1) de la Loi sur l'Assemblée législative, Je certifie mon droit au remboursement des frais indiqués, engagés dans le cadre de mes fonctions parlementaires, et Je certifie la fidélité du présent relevé des frais engagés par moi pour le fonctionnement de mon bureau de circonscription.

## Appendix F



Legislative Assembly of New Brunswick

**RULES ADOPTED  
BY THE LEGISLATIVE ADMINISTRATION COMMITTEE**

**For the Operation of Constituency Offices**

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**Adopted September 30, 1993 with amendments to December 31, 2013**

*(Subsection 30(1), subsection 30 (1.1), section 32.1 and section 4  
of Schedule A of the Legislative Assembly Act)*

**RULES FOR THE OPERATION OF CONSTITUENCY OFFICES**  
**ADOPTED BY THE LEGISLATIVE ADMINISTRATION COMMITTEE**

**SEPTEMBER 30, 1993**

*Amended by the Legislative Administration Committee November 5, 1993;  
February 2, 22, 1994; October 4, 1994; January 12, 1995; March 1, 1995;  
September 4, 1996; November 7, 1996; April 17, 1997; February 12, 1998;  
June 4, 1998; August 3, 1999; September 9, 1999; October 13, 1999;  
January 25, 2000; August 29, 2000; September 5, 2000; December 7, 2000;  
December 5, 2001; September 26, 2002; December 10, 2004; July 13, 2005;  
October 28, 2005; December 16, 2005; July 18, 2006; April 15, 2008; April 29, 2009;  
July 9, 2009; April 14, 2010; May 11, 2010 and January 30, 2013.*

**PART I - Member's Constituency Office Allowance**

**1(1)** In these Rules "Allowance" means Member's Constituency Office Allowance.

**1(2)** Every Member is entitled to a Member's Constituency Office Allowance to be applied to payment for the goods and services provided for in sections 2 and 3.

**1(3)** Subject to subsection (3.2), the amount of the Constituency Office Allowance for a Private Member in each fiscal year shall be the sum of \$40,000 on a pro rata basis for the part of the fiscal year during which the Member is a Member.  
*(Amended November 7, 1996; February 12, 1998; August 3, 1999; October 31, 2000;  
December 16, 2005)*

**1(3.1)** The amount of the Constituency Office Allowance in each fiscal year for a Member who is a member of the Executive Council shall be the sum of \$15,000 on a pro rata basis for the part of the fiscal year during which the Member is a Member.  
*(Amended February 12, 1998; September 29, 1999; October 31, 2000)*

**1(3.2)** Constituency Office Allowance for a Private Member shall be apportioned among the three categories of constituency office costs namely, office accommodation, office operations and staff, in a manner best suited to the individual Member.  
*(Amended February 12, 1998; August 3, 1999)*

**1(4)** The year end for the Allowance is March 31. Any unused portion of the Allowance shall not be transferable at fiscal year-end.

**Constituency Office Costs**

**2(1)** The Allowance shall be used to pay expenses relating to the Member's constituency office in accordance with this section.

**2(2)** The Allowance may be applied to the cost of

(a) rental of office space including



(i) the cost of heating, electrical, maintenance, janitorial and other similar expenses of that office space,

(ii) the cost of renovating rented office space, excluding premises owned by the Member,  
*(Amended November 5, 1993)*

(iii) the cost of insuring rented office space.  
*(Amended November 5, 1993)*

(b) purchase or rental of reasonable office equipment and office furnishings (reference can be made to furniture and equipment listed on the Standing Offer of the Province as an acceptable comparison), including  
*(Amended January 30, 2013)*

(i) the cost of maintaining or repairing office equipment or furnishings, including the costs of installing or disconnecting office equipment, but does not include maintenance or repair to office equipment owned by the member,  
*(Amended November 5, 1993)*

(ii) the cost of moving office equipment or furnishings,

(iii) the cost of purchasing office supplies and stationery,

(iv) the cost of a telephone answering service,

(v) the cost of installing and renting of a business telephone including all charges involved in its use,

(vi) the cost of postal, mailing, messenger and shipping services and the cost of renting a post office box, and

(vii) the cost of insuring rented office equipment or furnishings.  
*(Amended November 5, 1993)*

(viii) the administrative costs relating to the Member's constituency account including monthly service fees, cheque fees and other similar charges but excluding overdraft handling fees, charges or interest.  
*(Amended October 13, 1999)*

(ix) the cost of purchasing office sized small appliances or related items which may reasonably be used in a small office setting to make the office more functional. Such items may include a small fridge, small microwave, or inexpensive coffee maker. *(Amended April 29, 2009)*

(c) office and secretarial assistance and related staff, including the cost of bookkeeping and accounting services.

2(2.1) All constituency office telephone services (except cellular services) shall be transferred to the Province of New Brunswick Consolidated Billing System.  
(Amended September 9, 1997)

2(2.2) The Allowance may be used to purchase pins, flags and other Province of New Brunswick promotional materials available through Central Stores.  
(Amended September 5, 2000)

2(2.3) The Allowance may be used to purchase wreaths for Remembrance Day Ceremonies provided that Members have been requested to provide same in their capacity as Members of the Legislative Assembly.  
(Amended December 5, 2001)

2(2.4) The Constituency Office Allowance may be used to purchase frames for photographs of Her Majesty, Queen Elizabeth II, which can be given by Members as gifts to constituents.  
(Amended September 26, 2002)

2(2.5) The Constituency Office Allowance may be used to purchase flowers to be sent to the family of a deceased constituent as an expression of sympathy.  
(Amended July 13, 2005)

2(2.6) The Constituency Office Allowance may be used to pay costs of registration of a Member as a Commissioner of Oaths.  
(Amended October 28, 2005)

2(2.7) The Constituency Office Allowance may be used to pay photocopy costs charged by WorkSafeNB for obtaining constituent records. (Amended April 15, 2008)

2(2.8) Any purchase of furniture and equipment greater than \$200 in price to be made in the three month period leading up to the legislated dissolution shall require the approval of the Clerk.  
(Adopted January 30, 2013)

2(3) In this section

“constituency office assets” means office equipment and office furnishings, that were paid for out of the Member’s Constituency Office Allowance;

“office equipment” means an air conditioner, a calculator, a computer, a cellular telephone, a dictaphone, a fax machine, a photocopier, a printer, software, a telephone, a telephone answering machine, a typewriter, a word processor or other similar equipment; but does not include a television, a video cassette recorder, a video or photography camera including digital camera, or related supplies such as tapes or film.  
(Amended September 4, 1996)

“office furnishings” means an area carpet, a bookcase, a chair, a coat rack, a desk, a desk set, drapes, a file basket, a filing cabinet, a flip chart, a lamp, a shelving unit, a sign, a table, a wastepaper basket or other similar furnishings.

*(Amended February 2, 1994)*

2(4) Any supplies, office equipment or furnishings paid out of the Allowance may be used in the Member's Constituency Office or residence in connection with the Member's official duties as a Member.

### **Communication**

3(1) The Allowance may be used to pay for materials which relate to non-partisan communication between the Member and the Member's constituents, including

(a) the cost of printed items to be sent to constituents and the cost of delivery or postage for such items, including greeting cards or other similar cards to be sent to constituents including Christmas cards,

*(Amended August 29, 2000; Dec. 10, 2004)*

(b) the cost of translation services,

(c) the cost of advertisements, including messages of welcome or congratulation, and

*(Amended April 17, 1997; Dec. 10, 2004)*

(d) the rental or purchase of cellular telephones including all charges involved in their use.

*(Amended April 17, 1997)*

(e) the purchase of certificate folders and frames for certificates of recognition to be given by Members to their constituents.

*(Amended January 25, 2000; December 10, 2004)*

(f) the cost of renting a hall for meetings with constituents and reasonable costs associated with providing refreshments for the meeting.

*(Amended Dec. 10, 2004)*

(g) the cost of advertisements publicizing the existence of the Member's constituency office (including the name and picture of the Member, the location of office premises, office hours and telephone number) in newspapers and other media and in advertisements sponsored by charitable groups. *(Amended July 9, 2009; May 11, 2010)*

3(2) An item may not be paid for under subsection (1) if it bears any political party logo or uses a dominant party colour, promotes political party activities, solicits political party funds or memberships or contains personal criticism of another Member.

*(Amended July 18, 2004)*

**3(2.1)** For the purposes of subsection (1), a Member may include a photograph of himself or herself on an advertisement or printed item to be sent to constituents, however, the inclusion of a photo of the Member's leader is prohibited.

*(Amended July 18, 2004)*

**3(3)** If a Member contracts for a service to facilitate communication, the Member shall, where reasonably possible, contract with a person who is licensed and insured to carry out that service.

**3(4)** Signs or telephone directory entries relating to a constituency office shall refer to it as such and shall include only, any combination of the following and no other information:

- (a) the name of the Member;
- (b) the name of the electoral district;
- (c) the designation "constituency office";
- (d) the address, telephone numbers and hours of operation of the constituency office and of any other office operated by the Member;
- (e) directions to reach the office; and
- (f) in the case of a sign, the coat of arms of the Legislative Assembly.

**3(4.1)** Members shall refrain from using dominant party colours for signs and other exterior advertising.

*(Amended July 18, 2006)*

**3(5)** Failure to comply with subsections (4) and (4.1) will result in the office not being recognized as a constituency office and hence funding for the constituency office will cease until these Rules are complied with.

*(Amended July 18, 2006)*

### **Rules for Operation of Constituency Offices**

**4(1)** A constituency office is established to serve residents of a constituency in a non-partisan fashion. The office shall not be used for the promoting of political party activities, the nomination or leadership campaigns, the storing or distributing of party material or information, the sale of party memberships or the soliciting of financial contributions or other such activities.

**4(2)** A Member shall not

- (a) operate a constituency office out of the Member's political party office or headquarters, or
- (b) rent office accommodation from himself or herself or from his or her own spouse or child, or

(c) rent office accommodation from a company of which the Member, Member's spouse or child is a shareholder or would receive a benefit.  
(Amended February 12, 1998)

4(3) In this section "spouse" includes a person who is not married to the Member but whom the Member represents as his or her spouse.

4(4) Nothing in this section

(a) prohibits a Member from operating a constituency office out of the Member's personal property,

(b) requires rental office space to be located within the boundaries of the electoral district the Member represents,

(c) prohibits an agreement whereby a Member shares with one or more other Members, in the proportions they determine, the use and cost of any of the things referred to in subsection 2.

### **Payroll Processing in Members' Constituency Offices**

4.1(1) Effective January 1, 2006, the Clerk's Office shall implement and administer a payroll service for staff in Members' constituency offices subject to the following conditions:

- (a) The new payroll service will be available to all Private Members;
- (b) Constituency staff will remain employees of the Members;
- (c) Constituency staff will be required to sign an employment agreement with the Member outlining the terms and conditions of employment. The agreement will include a provision for termination of employment in the event of the Members' defeat, resignation or death. A copy of the agreement will be provided to the Clerk's Office prior to payroll initiation;
- (d) Members will be required to approve and submit weekly time sheets to the Clerk's Office;
- (e) Members will determine the rate of pay and the duties and responsibilities of constituency office staff and hours and conditions of employment.  
(Amended October 28, 2005)

4.1(2) Effective January 1, 2006, employer costs (CPP, EI and vacation pay) shall be funded centrally and not charged to the Members' Constituency Office Allowance.  
(Amended December 16, 2005)

### **Method of Payment and Claim Procedure**

5(1) Every Member is entitled to reimbursement of constituency office costs incurred for the purposes set out in sections 2 and 3.

5(2) Every Member shall submit a Constituency Office Plan to the Legislative Administration Committee at the beginning of each fiscal year before any funds are disbursed to the Member out of the Allowance.

5(2.1) Office supplies and stationery including postage are deemed to be part of every Member's Constituency Office Plan.

*(Amended February 22, 1994)*

5(3) No funds shall be disbursed to a Member out of the Allowance until the Member's Constituency Office Plan has been approved by the Legislative Administration Committee.

5(4) Subject to subsection (5), funds that are disbursed to a Member out of the Allowance shall be used for the purposes and in accordance with the Member's Constituency Office Plan.

5(5) A Member may transfer funds allocated in one category in the Member's Constituency Office Plan to another category.

5(6) A claim for a constituency office expense shall be made on the form provided by the Legislative Administration Committee and shall be accompanied by evidence of the expenditure in the form of

(a) a receipt, or cancelled cheque supported by invoice, or

(b) if a receipt referred to in paragraph (a) has been lost or destroyed or is not available, a statutory declaration that the expenditure was incurred and an explanation for the absence of the evidence of the expenditure;

(c) the original telephone statement or invoice showing details of telephone, fax and mobile telephone expenses.

*(Amended February 22, 1994)*

5(7) A claim for a constituency office expense may be submitted once each month.

5(8) The amount of a monthly claim shall not exceed one-twelfth of the total amount of the Allowance plus any unexpended amount from previous months in the fiscal year.

5(9) Repealed April 1, 1995.

*(Amended October 4, 1994)*

5(10) Repealed April 1, 1995.

*(Amended October 4, 1994)*

5(11) Repealed April 1, 1995.

*(Amended October 4, 1994)*

### **Crown Property**

6(1) Office equipment and office furnishings purchased with funds from the Allowance are the property of the Legislative Assembly of New Brunswick.

6(2) Office equipment and furniture acquired by funds from the Allowance are subject to the Disposition Guidelines under Part II of these Rules.

## Appeals

**7(1)** If any question arises as to the payment of any amount or the provision of any service or thing under these Rules, the question shall be decided in the first instance by the Clerk.

**7(2)** The decision of the Clerk may be appealed to the Legislative Administration Committee.

## Commencement

**8** Part I of these Rules shall be deemed to have come into force on May 7, 1993.

## PART II - Rules for Disposition of Constituency Office Assets

**9(1)** In this section, constituency office assets means "office equipment" and "office furnishings" as defined in section 2 of these Rules.

**9(2)** If a Member of the Legislative Assembly resigns or, after dissolution or ending of the Legislative Assembly, is not re-elected for any reason as a Member of the Legislative Assembly in the next following provincial general election, the Clerk may, in accordance with section 10, sell the constituency office assets that were paid for out of the member's constituency office allowance.

**9(3)** Subsection (2) does not apply to a constituency asset having an original purchase price of less than two hundred dollars.  
(Amended June 4, 1998)

**10** The Clerk shall sell a constituency office asset at the depreciated value of the asset as determined under sections 11 or 12 and section 13.

**11** The depreciated value of office equipment shall be determined by cumulatively deducting from the original purchase price

- (a) thirty-five per cent of the original purchase price after the first full year,
- (b) thirty per cent of the original purchase price after the second full year,
- (c) twenty-five per cent of the original purchase price after the third full year,
- (d) ten per cent of the original purchase price after the fourth full year.

(Amended January 30, 2013)

**12** The depreciated value of office furnishings shall be determined by cumulatively deducting from the original purchase price

- (a) twenty-five per cent of the original purchase price after the first full year,

(b) twenty per cent of the original purchase price after the second and third full year,

(c) fifteen per cent of the original purchase price after the fourth and fifth full year,

(d) five per cent of the original purchase price after the sixth full year.

*(Amended January 30, 2013)*

**13(1)** The depreciated value of a constituency office asset shall be determined as of the day of disposition.

**13(2)** Repealed June 8, 1995.  
*(Amended June 8, 1995.)*

**14** Notwithstanding sections 11 or 12, if the Clerk of the Legislative Assembly is satisfied that the value of a constituency office asset is less than the stipulated depreciated value, or that a lower price is warranted due to transportation, storage, disposal or other costs, the Clerk may negotiate a lower purchase price than that provided for in section 11 or 12. *(Amended January 30, 2013)*

**15** The Clerk shall give the first opportunity to purchase a constituency office asset to the former Member out of whose constituency office allowance the asset was paid for, and shall give the second opportunity to the new Member elected to occupy the seat previously held by the former Member.

**16** A former member who wishes to purchase a constituency office asset shall notify the Clerk in writing to that effect, not more than forty-five days after the Member resigns or after the day on which the new Member is officially declared to be elected to the seat, as the case may be.

**17** If a former Member does not wish to purchase a constituency office asset, the new Member, if wishing to purchase the asset, shall notify the Clerk to that effect not more than forty-five days after the former Member declines, or after the deadline for responding occurs, whichever occurs first.

**18** If the former and the new Member do not wish to purchase a constituency office asset or if either has failed to give notice respecting a constituency office asset as required under sections 16 or 17, the Clerk shall cause the asset to be returned to the Legislative Assembly.

**19** Part II of these Rules shall be deemed to have come into effect on October 4, 1994.

#### **PART 111 - Constituency Office Expenses after Dissolution**

**20** Effective November 8, 2002, the Legislative Assembly may reimburse a Member or former Member for such expenses and upon such terms and conditions as are outlined in Appendix 'A' hereto.

*(Adopted November 8, 2002)*



## APPENDIX 'A'

### Constituency Office Expenses after Dissolution

In accordance with the authority granted to it by virtue of section 30.01 of the *Legislative Assembly Act*, the Legislative Administration Committee approves the following terms and conditions for the payment of constituency office expenses during the election period, that is the period between dissolution and the date of the return of the writ of election:

1. Constituency offices must remain closed at all times during the period from dissolution until polling day. The Member's constituency office must not be used for partisan, political or campaign purposes (i.e., prepare, store, or distribute party constituency association, or election campaign material nor display any material advocating the choice of any party or candidate). Members who are in breach of this directive will no longer qualify for reimbursement of eligible constituency office expenses during this period.
2. During the period from dissolution until polling day, only expenses of fixed or ongoing nature related to the renting of a constituency office (i.e., rent, utilities, janitorial, recurring telephone charges, lease payments for the rental of office equipment and insurance) will be considered for reimbursement during the period from dissolution until polling day. Expenses of an operational nature do not qualify for reimbursement and are strictly prohibited.
3. Since all MLAs cease to be Members on the day the writs are issued for a provincial election, constituency office staff must be laid off on the day immediately following the day of dissolution. Constituency office staff will receive pay in lieu of notice for any hours they would normally have worked during the 28-day period immediately following dissolution. This payment will be based on the weekly hours normally worked in the 12-month period preceding dissolution. (*Amended April 14, 2010*)

The following categories of Members may receive reimbursement of certain constituency office expenses following dissolution as outlined below:

- 1) A former Member who does not re-offer for the provincial election

If a Member is not re-offering, the Legislative Assembly may reimburse the former Member for expenses of a fixed or on-going nature related to the renting of a constituency office, i.e., rent, utilities, janitorial, recurring telephone charges, lease payments for the rental of office equipment and insurance for the month on which dissolution occurs. Upon dissolution, a Member who is not re-offering shall make a reasonable effort to terminate all obligations associated with the operation of his or her constituency office on a timely basis. A former Member may make application to the Clerk of the Legislative Assembly for the payment of rent for the month on which polling day occurs should the former Member require additional time to wind down his or her constituency office. The decision of the Clerk of the Legislative Assembly shall be final. Eligible expenses must be claimed within 45 days of dissolution.

2) A former Member who re-offers for the provincial election and is defeated

If a Member re-offers but is defeated, the Legislative Assembly may reimburse the Member for expenses of a fixed or on-going nature related to the renting of a constituency office, i.e., rent, utilities, janitorial, recurring telephone charges, lease payments for the rental of office equipment and insurance for the month on which dissolution occurs and the month of polling day. A Member who is defeated shall make a reasonable effort to terminate on a timely basis all obligations associated with the operation of his or her constituency office. The Member may make application to the Clerk of the Legislative Assembly for the payment of rent for the month following the month on which polling day occurs should the former Member require additional time to wind down the constituency office. A Member who is defeated must claim eligible expenses within the 45-day period immediately following the polling day.

3) A former Member who re-offers for the provincial election and is re-elected.

A Member who is re-elected may claim all categories of eligible expenses related to the renting of a constituency office from polling day and onward. Re-elected Members will be treated as if there had been no election. There will be no double qualifying for expenses. Re-elected Members will have available a prorated Constituency Office Allowance for the remainder of the fiscal year.

4) A newly elected Member

Newly elected Members may claim all categories of eligible constituency office expenses related to the renting of a constituency office from polling day and onward. Newly elected Members will have available a prorated Constituency Office Allowance for the remainder of the fiscal year.

**Appendix G**

**LEGISLATIVE ASSEMBLY OF NEW BRUNSWICK  
MLA GREG DAVIS - CONSTITUENCY OFFICE RENT EXPENDITURES  
SEPTEMBER 27, 2010 TO MARCH 31, 2014**

	<b>Constituency Office Allowance Expense</b>	<b>HST</b>	<b>Total Payment</b>
<b>REIMBURSEMENTS TO MLA GREG DAVIS</b>			
<b>2010-2011 FISCAL YEAR</b>	\$ 4,500.00	\$ 585.00	\$ 5,085.00
<b>2011-2012 FISCAL YEAR</b>	\$ 9,900.00	\$1,287.00	\$ 11,187.00
<b>2012-2013 FISCAL YEAR</b>	\$ 9,900.00	\$1,287.00	\$ 11,187.00
<b>2013-2014 FISCAL YEAR</b>	\$ 4,500.00	\$ 585.00	\$ 5,085.00
<b>TOTALS - REIMBURSEMENTS TO MLA GREG DAVIS</b>	\$ 28,800.00	\$3,744.00	\$ 32,544.00
<b>LEGISLATIVE ASSEMBLY - DIRECT PAYMENT TO LANDLORD</b>			
<b>2013-2014 FISCAL YEAR</b>	\$ 5,898.23	\$ 766.77	\$ 6,665.00
<b>TOTAL OF REIMBURSEMENTS TO MLA GREG DAVIS AND DIRECT PAYMENT TO LANDLORD</b>	\$ 34,698.23	\$4,510.77	\$ 39,209.00

**LEGISLATIVE ASSEMBLY OF NEW BRUNSWICK  
MEMBER'S CONSTITUENCY OFFICE ALLOWANCE  
MLA GREG DAVIS - CONSTITUENCY OFFICE RENT REIMBURSEMENTS  
SEPTEMBER 2010 to AUGUST 2013**

Constituency Office Allowance Claim Number	Date of Expense Claim	Constituency Office Rental Month	Constituency Office Allowance Expense	HST	Total Reimbursed
AA829967	November 24, 2010	November 2010	900.00	117.00	1,017.00
AA829969	January 13, 2011	December 2010	900.00	117.00	1,017.00
	“	January 2011	900.00	117.00	1,017.00
AA829456	April 1, 2011	February 2011	900.00	117.00	1,017.00
	“	March 2011	900.00	117.00	1,017.00
2010-2011 FISCAL YEAR			\$ 4,500.00	\$ 585.00	\$ 5,085.00

**LEGISLATIVE ASSEMBLY OF NEW BRUNSWICK  
MEMBER'S CONSTITUENCY OFFICE ALLOWANCE  
MLA GREG DAVIS - CONSTITUENCY OFFICE RENT REIMBURSEMENTS  
SEPTEMBER 2010 to AUGUST 2013**

Constituency Office Allowance Claim Number	Date of Expense Claim	Constituency Office Rental Month	Constituency Office Allowance Expense	HST	Total Reimbursed
AA829657	April 18, 2011	April 2011	900.00	117.00	1,017.00
AA829672	May 6, 2011	May 2011	900.00	117.00	1,017.00
AA829716	June 10, 2011	June 2011	900.00	117.00	1,017.00
AA829734	July 8, 2011	July 2011	900.00	117.00	1,017.00
AA825030	September 29, 2011	August 2011	900.00	117.00	1,017.00
	“	September 2011	900.00	117.00	1,017.00
AA825088	November 9, 2011	October 2011	900.00	117.00	1,017.00
	“	November 2011	900.00	117.00	1,017.00
AA825140	December 9, 2011	December 2011	900.00	117.00	1,017.00
AA825127	January 13, 2012	January 2012	900.00	117.00	1,017.00
AA825224	April 19, 2012	February 2012	900.00	117.00	1,017.00
N/A	N/A	March 2012	0	0	0
2011-2012 FISCAL YEAR			\$ 9,900.00	\$1,287.00	\$ 11,187.00

**LEGISLATIVE ASSEMBLY OF NEW BRUNSWICK  
MEMBER'S CONSTITUENCY OFFICE ALLOWANCE  
MLA GREG DAVIS - CONSTITUENCY OFFICE RENT REIMBURSEMENTS  
SEPTEMBER 2010 to AUGUST 2013**

Constituency Office Allowance Claim Number	Date of Expense Claim	Constituency Office Rental Month	Constituency Office Allowance Expense	HST	Total Reimbursed
AA825542	July 5, 2012	April 2012	900.00	117.00	1,017.00
	"	May 2012	900.00	117.00	1,017.00
	"	June 2012	900.00	117.00	1,017.00
	"	July 2012	900.00	117.00	1,017.00
AA825232	August 9, 2012	August 2012	900.00	117.00	1,017.00
AA825616	September 21, 2012	September 2012	900.00	117.00	1,017.00
AA825649	October 12, 2012	October 2012	900.00	117.00	1,017.00
AA829131	November 7, 2012	November 2012	900.00	117.00	1,017.00
AA825687	December 7, 2012	December 2012	900.00	117.00	1,017.00
AA829207	February 13, 2013	January 2013	900.00	117.00	1,017.00
	"	February 2013	900.00	117.00	1,017.00
N/A	N/A	March 2013	0	0	0
2012-2013 FISCAL YEAR			\$ 9,900.00	\$1,287.00	\$ 11,187.00

**LEGISLATIVE ASSEMBLY OF NEW BRUNSWICK  
MEMBER'S CONSTITUENCY OFFICE ALLOWANCE  
MLA GREG DAVIS - CONSTITUENCY OFFICE RENT REIMBURSEMENTS  
SEPTEMBER 2010 to AUGUST 2013**

Constituency Office Allowance Claim Number	Date of Expense Claim	Constituency Office Rental Month	Constituency Office Allowance Expense	HST	Total Reimbursed
AA824262	April 2, 2013	April 2013	900.00	117.00	1,017.00
AA825777	May 3, 2013	May 2013	900.00	117.00	1,017.00
AA825795	June 5, 2013	June 2013	900.00	117.00	1,017.00
AA824457	November 6, 2013	July 2013	900.00	117.00	1,017.00
AA824652	November 20, 2013	August 2013	900.00	117.00	1,017.00
2013-2014 FISCAL YEAR			\$ 4,500.00	\$ 585.00	\$ 5,085.00

**NOTE:**

Constituency Office Rent for the period from September 15, 2013 to March 31, 2014 has been paid directly to Roseberry Square Inc., the owner of the building containing the Campbellton-Restigouche Centre Constituency Office on or about March 13, 2014, pursuant to an agreement with Greg Davis MLA.

# Roseberry Square Inc.

c/o 401 Wood Ave., Ottawa ON K1M 1J3

Tel: (506) 987-0122

Email/Courriel: fjdoucet@nbnet.nb.ca

**INVOICE - FACTURE: 201237**

SERVICE FOR: **Greg Davis- MLA Campbellton Restigouche Centre**  
 SERVICE POUR: **19 Aberdeen St.**  
**Campbellton, NB E3N 2J6**

DATE: 3/11/2014

P.O. #	W.O. #

	Rent arrears from September 15th 2013 to March 31st 2014	\$5,898.23
	<b>Expenses:</b>	
	(1) Legal	\$600.00
	(2) Bailif	\$150.00
	(3) Movers	\$200.00
	<b>Subtotal</b>	<b>\$6,848.23</b>
	HST (on rent and legal only) #836773523 RT0001	\$844.77
	<b>Total Due</b>	<b>\$7,693.00</b>

Description		
	11/03/2014 19 Aberdeen St. Campbellton Suite 202	
	TOTAL	<b>\$7,693.00</b>
	Amount due Montant dû	<b>\$7,693.00</b>

**PAYABLE UPON RECEIPT / PAYABLE SUR RÉCEPTION**

**Thank You! - Merci!**

Interest- Intérêts: 2% per month on overdue accts - 2% par mois sur les comptes en souffrance



FORM 1

## INVENTORY AND NOTICE

(L'ordonnance et l'avis de saisie, R.S.N.B. 1973,  
c. L-1, s. 30)

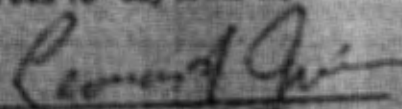
An inventory of the goods distrained by me this 10<sup>th</sup> day of March, 2014, on the leased premises of GREG DAVIS, being Suite 202, 19 Aberdeen Street, Campbellton, New Brunswick, by the authority of ROSEBERRY SQUARE INC., landlord, for the sum of \$4,663.00, including HST, being 5 1/2 month's rent due in the amount of \$1,017.00 (including HST) per month from September 15, 2013 to March 1, 2014, is as follows:

Office Furniture and Equipment located in the Office of Greg Davis, Suite 202, 19 Aberdeen Street, Campbellton, New Brunswick:

- 1 Only "Star" workstation consisting of the following components:
  - A. - "J" shaped desk
  - B. - Connecting bridge
  - C. - Credenza
  - D. - Pedestal
  - E. - Hutch
- 1 "Star" Conference table
- 1 "Star" Lateral file
- 1 Only "Selection" office suite consisting for the following components:
  - A. - "D" shaped desk
  - B. - Connecting Top
  - C. - Credenza
  - D. - Hutch
- 1 High back steno chair
- 1 Large high back chair - black leather
- 1 Waste basket
- 4 Folding chairs
- 1 Small table
- 2 Low back steno chairs
- 1 Lateral filing cabinet (metal - beige in color)

Take notice, GREG DAVIS, I have this day distrained, as bailiff to ROSEBERRY SQUARE INC., your landlord, the goods specified in the above inventory, for the rent due as therein stated and have secured the same in the vacant suite adjacent to Suite 202, 19 Aberdeen Street, Campbellton, New Brunswick. Unless you pay the rent, with costs of distress, in five (5) days from the date hereof, the goods will be appraised and sold.

Dated this 10<sup>th</sup> day of March, 2014.

  
Leonard Irvine, Bailiff

FORMULE 1

## INVENTAIRE ET AVIS

(Loi sur les propriétaires et locataires, L.R.N.B.,  
1973, chap. L-1, art. 30)

Inventaire des biens que j'ai saisis le \_\_\_\_\_ 20\_\_\_\_ dans les lieux ci-dessus à bail (ci-après « le bail ») de \_\_\_\_\_ à \_\_\_\_\_ sur l'ordre de \_\_\_\_\_ le propriétaire, pour paiement de la somme de \_\_\_\_\_ \$, loyer d'un arriéré (ci-après « l'arriéré ») y a bail échu le \_\_\_\_\_ 20\_\_\_\_.

(Décrire les biens saisis et indiquer les arriérés de loyer et les impôts)

Sachez (nom complet du locataire), que j'ai saisi, ce jour en ma qualité de huissier agissant pour \_\_\_\_\_, votre propriétaire, les biens indiqués dans l'inventaire ci-dessus pour paiement du loyer échu comme ci-indiqué (si les biens sont mis en sûreté sur les lieux mêmes apurer (c'est-à-dire si les ai mis en sûreté dans \_\_\_\_\_ sur les lieux mêmes)). Sachez que si vous ne payez pas le loyer échu ainsi que les frais de suite dans les cinq (5) jours du présent avis, les biens seront évalués et vendus.

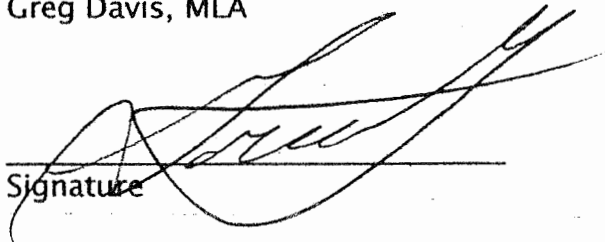
Fait le \_\_\_\_\_ 20\_\_\_\_

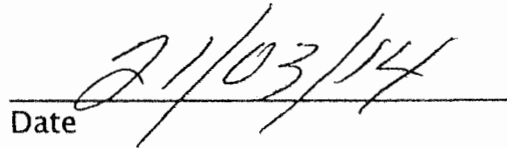
  
Leonard Irvine, Huissier

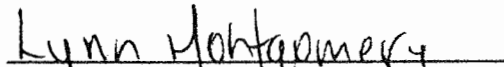
March 21, 2014

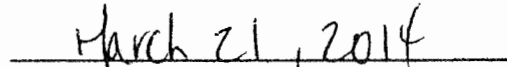
I, Greg Davis, hereby give authority to Roseberry Square Inc. and or Fred Doucet (landlord) to release details to the Legislative Assembly of New Brunswick regarding all payments received by Roseberry Square Inc. and or Fred Doucet regarding rent payments for my constituency office beginning October 2010 until present.

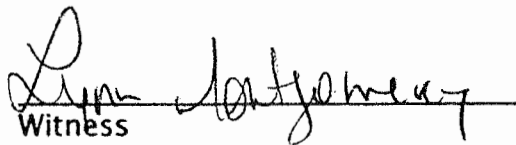
Greg Davis, MLA

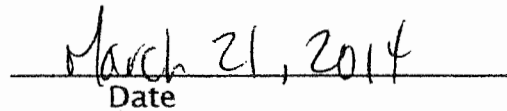
  
Signature

  
Date

  
Name of Witness - Please Print

  
Date

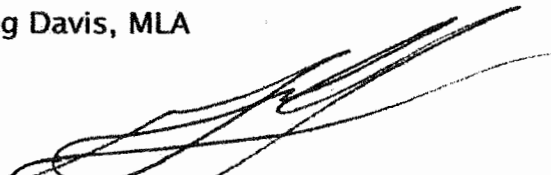
  
Witness

  
Date

March 21, 2014

I, Greg Davis, hereby give the authority to the Progressive Conservative Party of New Brunswick to release all details to the Legislative Assembly of New Brunswick specifically regarding the \$5125 loan that I received from them in June 2012.

Greg Davis, MLA

  
\_\_\_\_\_  
Signature

21-03-14  
\_\_\_\_\_  
Date

Lynn Montgomery  
\_\_\_\_\_  
Name of Witness - Please Print

March 21, 2014  
\_\_\_\_\_  
Date

Lynn Montgomery  
\_\_\_\_\_  
Witness

March 21, 2014  
\_\_\_\_\_  
Date

THE PROGRESSIVE CONSERVATIVE PARTY OF NEW BRUNSWICK

Fred Doucette

06/04/2012

13600

Jan - June rent..... 5,125.00

Total > 5,125.00

Product SS9085 Use with 775 Double Window or 776 Single Window Envelope Printed in Canada To reorder call NEBS 1+800-461-7572 Order on-line at www.nebs.ca

0102

**RECEIVED**

**MAR 24 2014**

**Legislative Assembly  
Finance and Human Resources**

**Wolters, Peter (LEG)**

---

**From:** Freddy Doucet <fjdoucet@nbnet.nb.ca>  
**Sent:** Monday, March 24, 2014 3:37 PM  
**To:** Wolters, Peter (LEG)  
**Cc:** Peter Fallis  
**Subject:** Re: Greg Davis  
**Attachments:** Greg Davis rent paid amounts 2010-2014.xls  
  
**Importance:** High

Mr. Wolters,

Please find attached our spreadsheet for rent paid by Greg Davis from the beginning of the lease (November 1, 2010) up and including March 1, 2014.

Please be advised that this was created according to our accountant's records and unfortunately there was an error in calculation on my part as to rent due by Greg Davis. The reality of the matter is that he still remains in arrears in the amount of \$1,922 as of today as you can see on the spreadsheet.

As you will determine by the spreadsheet, he paid sporadically and the amounts were what he could pay at the time I was requesting rent due. He never requested a receipt for any monies that he gave me for his rent.

As of today, he still remains in arrears of \$1,922 and we hold a lease until October 31, 2014. Hopefully this information will shed some light on this unfortunate situation and we will hope that all parties can resolve the rent issue as soon as possible.

Trusting all is in order and satisfactory. Regards,

Fred Doucet

**Roseberry Square tenant: Greg Davis (19 Aberdeen St., Suite 202 Campbellton, NB)**

Month	Amount Due	Date Payment Rec'd	Amount Rec'd	Source	Balance Due
Nov 1-10	1,017.00				1,017.00
Dec 1-10	1,017.00				2,034.00
Jan 1-11	1,017.00	Jan 24-11	2,034.00	Ck ?	1,017.00
Feb 1-11	1,017.00				2,034.00
Mar 1-11	1,017.00				3,051.00
Apr 1-11	1,017.00				4,068.00
May 1-11	1,017.00	May 16-11	4,108.00	Ck ?	977.00
June 1-11	1,017.00	June 21-11	2,034.00	Ck ?	-40.00
July 1-11	1,017.00	July 26-11	1,027.00	Ck 998	-50.00
Aug 1-11	1,017.00				967.00
Sept 1-11	1,017.00	Sept 2-11	2,034.00	Ck ?	-50.00
Oct 1-11	1,017.00				967.00
Nov 1-11	1,017.00	Nov 14 & Nov 22-11	2,034.00	Cks 1 & 7	-50.00
Dec 1-11	1,017.00				967.00
Jan 1-12	1,017.00				1,984.00
Feb 1-12	1,017.00				3,001.00
Mar 1-12	1,017.00	Mar 21-12	2,024.00	Ck 82	1,994.00
Apr 1-12	1,017.00				3,011.00
May 1-12	1,017.00				4,028.00
June 1-12	1,017.00	Jun 11-12	5,125.00	Ck 13600 PC Party NB	-80.00
July 1-12	1,017.00				937.00
Aug 1-12	1,017.00				1,954.00
Sept 1-12	1,017.00				2,971.00
Oct 1-12	1,017.00				3,988.00
Nov. 1-12	1,017.00	Nov 15-12	4,100.00	Cash	905.00
Dec 1-12	1,017.00				1,922.00
Jan 1-13	1,017.00	Jan 14-13	2,002.00	Cash	937.00
Feb 1-13	1,017.00				1,954.00
Mar 1-13	1,017.00	Mar 7-13	1,500.00	Cash	1,471.00
April 1-13	1,017.00	Apr 1-13	1,020.00	Cash	1,468.00
May 1-13	1,017.00	May 29-13	900.00	Cash	1,585.00
June 1-13	1,017.00				2,602.00
July 1-13	1,017.00	July 15-13	2,151.00	Cash	1,468.00
Aug 1-13	1,017.00				2,485.00
Sept 1-13	1,017.00				3,502.00
Oct 1-13	1,017.00				4,519.00
Nov 1-13	1,017.00	Nov 22-13	1,017.00	Cash	4,519.00
Dec 1-13	1,017.00				5,536.00
Jan 1-14	1,017.00				6,553.00
Feb 1-14	1,017.00				7,570.00
Mar 1-14	1,017.00	Mar 13-14	6,665.00	Dir. dep. PNB (1,028 for expenses)	1,922.00
<b>TOTAL</b>	<b>41,697.00</b>		<b>39,775.00</b>		<b>1,922.00</b>

(Prepared by Fred Doucet, landlord, on March 24, 2014)

**Appendix N**

**LEGISLATIVE ASSEMBLY OF NEW BRUNSWICK  
MLA GREG DAVIS - CONSTITUENCY OFFICE RENT PAYMENT INFORMATION**

Constituency Office Allowance Claim Number	Date of Expense Claim	Constituency Office Rental Month	Date MLA Reimbursed by Legislative Assembly	Total Reimbursed to MLA	Cumulative Amount Reimbursed to MLA	Date Payment Recorded by Landlord	Amount of Payment	Cumulative Payments Recorded by Landlord
AA829967	November 24, 2010	November 2010	November 30, 2010	1,017.00	1,017.00			
AA829969	January 13, 2011	December 2010						
		January 2011	January 18, 2011	2,034.00	3,051.00	January 24, 2011	2,034.00	2,034.00
AA829456	April 1, 2011	February 2011						
		March 2011	April 6, 2011	2,034.00	5,085.00			
AA829657	April 18, 2011	April 2011	April 21, 2011	1,017.00	5,102.00			
AA829672	May 6, 2011	May 2011	May 10, 2011	1,017.00	7,119.00	May 16, 2011	4,108.00	6,142.00
AA829716	June 10, 2011	June 2011	June 14, 2011	1,017.00	8,136.00	June 21, 2011	2,034.00	8,176.00
AA829734	July 8, 2011	July 2011	July 12, 2011	1,017.00	9,153.00	July 26, 2011	1,027.00	9,203.00
AA825030	September 29, 2011	August 2011				September 2, 2011	2,034.00	11,237.00
		September 2011	October 3, 2011	2,034.00	11,187.00			
AA825088	November 9, 2011	October 2011						
		November 2011	November 15, 2011	2,034.00	13,221.00	November 14, 2011	1,017.00	12,254.00
						November 22, 2011	1,017.00	13,271.00

Constituency Office Allowance Claim Number	Date of Expense Claim	Constituency Office Rental Month	Date MLA Reimbursed by Legislative Assembly	Total Reimbursed to MLA	Cumulative Amount Reimbursed to MLA	Date Payment Recorded by Landlord	Amount of Payment	Cumulative Payments Recorded by Landlord
AA825140	December 9, 2011	December 2011	December 13, 2011	1,017.00	14,238.00			
AA825127	January 13, 2012	January 2012	January 17, 2012	1,017.00	15,255.00			
						March 21, 2012	2,024.00	15,295.00
AA825224	April 19, 2012	February 2012	April 24, 2012	1,017.00	16,272.00			
N/A		March 2012		'N/A				
AA825542	July 5, 2012	April 2012						
		May 2012						
		June 2012				June 11, 2012 (Ck 13600 PC Party NB)	5,125.00	20,420.00
		July 2012	July 9, 2012	4,068.00	20,340.00			
AA825232	August 9, 2012	August 2012	August 16, 2012	1,017.00	21,357.00			
AA825616	September 21, 2012	September 2012	September 27, 2012	1,017.00	22,374.00			
AA825649	October 12, 2012	October 2012	October 15, 2012	1,017.00	23,391.00			
AA829131	November 7, 2012	November 2012	November 9, 2012	1,017.00	24,408.00	November 15, 2012	4,100.00	24,520.00
AA825687	December 7, 2012	December 2012	December 11, 2012	1,017.00	25,425.00			
AA829207	February 13, 2013	January 2013				January 14, 2013	2,002.00	26,522.00
		February 2013	February 18, 2013	2,034.00	27,459.00	March 7, 2012	1,500.00	28,022.00



Constituency Office Allowance Claim Number	Date of Expense Claim	Constituency Office Rental Month	Date MLA Reimbursed by Legislative Assembly	Total Reimbursed to MLA	Cumulative Amount Reimbursed to MLA	Date Payment Recorded by Landlord	Amount of Payment	Cumulative Payments Recorded by Landlord
N/A		March 2013		N/A				
AA824262	April 2, 2013	April 2013	April 9, 2013	1,017.00	28,476.00	April 7, 2013	1,020.00	29,042.00
AA825777	May 3, 2013	May 2013	May 7, 2013	1,017.00	29,493.00	May 29, 2013	900.00	29,942.00
AA825795	June 5, 2013	June 2013	June 7, 2013	1,017.00	30,510.00			
AA824457	November 6, 2013	July 2013	November 12, 2013	1,017.00	31,527.00	July 15, 2013	2,151.00	32,093.00
AA824652	November 20, 2013	August 2013	November 22, 2013	1,017.00	32,544.00	November 22, 2013	1,017.00	33,110.00

**NOTE:**

Constituency Office Rent for the period from September 15, 2013 to March 31, 2014 in the amount of \$6,665.00 (\$5,898.23 plus HST) has been paid directly by the Legislative Assembly to Roseberry Square Inc., the owner of the building containing the Campbellton-Restigouche Centre Constituency Office. This payment made March 13, 2014 also included \$1,028.00 (including HST) for legal, bailiff and furniture moving costs, for a total invoice and payment of \$7,693.00 (\$6,665.00 + \$1,028.00).

					32,544.00			33,110.00
Roseberry Square Inc. invoice # 201237	March 12, 2014	See note above: Invoice includes \$6,665.00 for Rent arrears from September 15, 2013 to March 31, 2014	March 13, 2014	6,665.00	39,209.00	March 13, 2014 (Dir. dep PNB)	6,665.00	39,775.00
			<b>Total constituency office rental costs disbursed by the Legislative Assembly</b>		<b>\$39,209.00</b>	<b>Total office rent payments recorded as received by Landlord</b>		<b>\$39,775.00</b>