

Legislative Assembly of British Columbia
MLA Constituency Office Funded Expenses



Paid in the period January 1, 2014 to March 31, 2014 (Note 1, 8)

(Unaudited/Prepared on a Cash Basis)

Member	Constituency Name	Constituency Size (Square KM)	Number of Registered Voters
Shin, Jane	Burnaby-Lougheed	36	34,466

CONSTITUENCY OFFICE FUNDED EXPENSES		Jan - Mar 2014
Office administration	Note 2	\$ 26,009
Special events and protocol	Note 3	\$ 1,935
Communications and advertising	Note 4	\$ 2,460
Office supplies	Note 5	\$ 3,221
Travel	Note 6	\$ -
Other office expenses	Note 7	\$ 110
Total		\$ 33,736

The accompanying notes form an integral part of this report

ACCOMPANYING NOTES

Constituency Office Funding

Members of the Legislative Assembly are provided with an annual budget to cover the costs associated with operating and staffing constituency offices. Constituency office funding is paid monthly to Members, to an annual maximum of \$119,000. Constituency offices in non-urban ridings are provided with an annual travel allowance to cover costs incurred by office staff while travelling on a Member's behalf within the constituency. This allowance is intended to cover normal travel expenses, such as mileage, taxis, hotels and meals. Payment is made once per fiscal year. Constituency assistants in urban ridings are reimbursed for out-of-pocket, work-related travel expenses from the constituency office allowance.

Constituency Office Expenses

Certain expenses are paid directly by the Member using the annual funding provided, while other expenses are paid directly by the Legislative Assembly of BC. The information contained in the report refers only to those constituency office expenses paid directly by the Member. Notes 2 through 6 provide definitions for each of the expense categories listed in the report. Further information on Constituency Office funding and expenses can be found in the Members' Guide to Policy and Resources (<http://members.leg.bc.ca>)

Note 1 **Basis of Accounting** - This report has been prepared on the cash basis of accounting whereby expenses are recorded when cash is actually received or paid out.

- Note 2 **Office administration** - This expense category includes constituency staff salary and certain benefits (e.g., Medical Services Plan, Extended HealthCare), WCB insurance, staff professional development, and conference and registration fees.
- Note 3 **Special events and protocol** - This expense category includes non-partisan special events hosted by the Member in their constituency, community events, and may include the purchase of small items, such as flags or pins.
- Note 4 **Communications and advertising** - This expense category allows Members to provide information to their constituents including information on constituency office services and contact information. Expenses may include newspaper ads, householders, brochures, signage, inserts in special event programs, subscriptions and memberships.
- Note 5 **Office supplies** - This expense category includes stationery supplies in excess of those provided centrally, postage, courier expenses, other minor office equipment/furniture purchases.
- Note 6 **Travel** - This expense category includes constituency office staff travel costs incurred while travelling on a Member's behalf, such as mileage, taxis, hotels and meals.
- Note 7 **Other office expenses** - This expense category includes annual service contracts (e.g. water delivery, security monitoring), utilities not covered under lease agreement, minor repairs and maintenance, fees for other contracted services (e.g., writers, office maintenance workers), cell phone, cable services, and janitorial supplies and services.
- Note 8 **Centralized expenses** - Constituency office expenses paid directly by the Legislative Assembly are not included in this report. These expenses include the rental of constituency offices and other constituency office expenses, such as insurance, telecommunications, photocopier charges, basic internet, cable services, basic stationery and supplies and the constituency office portion of certain benefits for constituency assistants (e.g., employment insurance, Canada Pension Plan and public service pension). The Legislative Assembly also provides each Member with computers, telecommunications and photocopier equipment for their constituency office. Equipment is upgraded after each general election. These centralized costs do not form part of the \$119,000 constituency office annual allowance.