



Fact Sheet – Ministers’ Offices Budgets

As per the *Policies for Ministers’ Offices (Policies)*, budgets for ministers’ offices are funded from existing departmental reference levels for conducting portfolio and other official government business. These budgets are in addition to and separate from entitlements that a minister has as a member of Parliament, and as such they are managed separately. Minister’s office budgets are subject to the same provisions of the *Financial Administration Act* that apply to expenditures of other departmental funds, as well as Treasury Board policies and regulations. Ministers are individually responsible and accountable for answering public enquiries about expenditures made from their office budgets.

Components of Minister’s Office Budgets

Ministers’ exempt staff personnel costs budget (exempt staff budget) including:

- salary of exempt staff members (including while on leave)
- salary for exempt staff members during the 30 calendar day period (when employment ceases)
- cash out of earned and unused vacation leave during or at end of fiscal year, at the request of the exempt staff members
- cash out of earned and unused vacation leave when exempt staff members is **not** eligible for severance, when employment ceases

Ministers’ other operating costs budget (other operating budgets):

- expenses related to operating expenditures incurred in a minister’s office as per the *Policies for Ministers’ Offices (Policies)*
- outplacement services
- relocation reimbursement, as authorized by the Minister and in conformity to the Policies

Ministers’ departmental staff personnel costs budget (departmental staff budget):

- salary of departmental staff, over and above the three departmental staff assigned to the minister’s office

Parliamentary secretary’s assistant budget and operating budget:

- when a parliamentary secretary is appointed to assist a minister, departments are authorized to provide a parliamentary secretary assistant’s budget as well as an operating costs budget

Student exempt staff budget:

- salary of students/interns

Regional budgets:

- ministers who are assigned regional responsibilities receive additional budgets for the cost of regional exempt staff and regional operations

Ministers can delegate their financial authorities for their office budget, but these authorities cannot be sub-delegated. Authorities for hiring, determining salaries and salary increases, and termination of exempt staff members cannot be delegated.

Budget Allocations, Increases, and Exceptions

Budget allocations, increases, and exceptions:

- budgets are established by the Prime Minister’s Office (PMO) and approved by the Treasury Board
- ministers’ budgets are allocated from within existing departmental reference levels
- ministers cannot exceed their overall approved budgets
- budget increases and exceptions require concurrence from the PMO followed by the Treasury Board’s approval
- increases, modifications, and exceptions are funded from within existing departmental reference levels

Budget Transfers and Carry Forward

Budget transfers:

- funds can be transferred between exempt staff budgets and operating budgets
- when transferring funds from the other operating budgets to exempt staff budgets, the transfer costs will be managed by the department
- when funds are transferred from exempt or departmental staff budgets to other operating budget, budgets will only be increased by the amount transferred
- MP office budget funds cannot be transferred to the budget of the minister’s office

Carry forward:

- the minister may access the departmental operating budget carry forward equal to their unspent budgets up to a maximum of five percent of their most recently approved annual budgets
- when there is a change in minister, the calculation of the five percent maximum carry forward will be based on the outstanding free balance representing the budgets for the portfolio

Change in Portfolio or Minister

Following a change in portfolio or minister, the new minister will have access to the outstanding free balance for the remainder of the fiscal year, which includes budget increases and modifications already approved by the Treasury Board.