

Printing Allowance

Eligibility

All Members may have written material for a householder (franking) printed and mailed three times in each fiscal year.

Printing and mailing privileges are provided for your use in respect of your duties as a Member of the Legislative Assembly only. **They may not be used to solicit donations or votes, to promote membership in a political party, or to promote attendance at political party functions.**

Entitlement to the Printing Allowance begins when a Member is elected and ceases upon resignation of the Member or dissolution of the legislature. Members must be declared elected by Elections Manitoba before any eligible expenses may be claimed. Please refer to the Effects of Dissolution section of this Manual for information on the effects of dissolution on the Printing Allowance.

Allowance

A householder (franking) is an unaddressed mailing such as a constituency newsletter or calendar that you have printed for distribution to each household in your constituency. Therefore, each householder consists of a printing entitlement and a mailing entitlement. **You may print and mail a householder three times each fiscal year under your Printing Allowance.** The printing entitlement is provided through the Members' Allowances Office. The mailing entitlement is provided by the Provincial Government's MDA - Mail Services Agency. This chapter focuses on **householder printing expenses** claimable under your Printing Allowance.

You may claim each householder printing expense up to your maximum printing entitlement. The printing entitlement amount is based on your householder mailing entitlement, as determined in the *Legislative Assembly Act*. The Act states that a printing expense cannot exceed the sum total of 1.5 times the cost incurred by the Province for the mailing of your householder in your constituency. You may claim up to this amount for each of your three householder printings.

The Members' Allowances Office will advise you of your Printing Allowance entitlement at the beginning of each fiscal year.

Calculation of Amounts

Amounts Calculated April 1

Printing Allowance entitlements are determined on April 1 of each new fiscal year and are based on the total mailing costs set by Canada Post and the Provincial Government MDA - Mail Services Agency.

The MDA - Mail Services Agency provides constituency householder numbers and a Mailing Guide to your caucus and to each independent Member. The Mailing Guide contains information about the procedures, formats, timeframes, and forms required for the mailing of your householder. Please direct any questions on householder mailing requirements to MDA - Mail Services Agency, Customer Service, at 945-2820.

Prorating of Allowance

When new Members are elected in a by-election or a general election, the number of printings allowed will be prorated to the remainder of the fiscal year. A re-elected Member is considered to have remained a 'Member throughout the election period and is entitled only to his or her unused number of printings, for the remainder of the fiscal year.

Authorized Printing Expenses

You may claim up to your maximum printing entitlement for each printing expense submitted.

Authorized printing expenses may be reimbursed for written material in respect of your duties as a Member of the Legislative Assembly only. A householder (franking) may **not** be used to solicit donations or votes, to promote membership in a political party, or to promote attendance at political party functions.

If you think that your printing expense may exceed your Printing Allowance entitlement and you wish **to claim the balance under your Constituency Allowance, please submit a sample of your material to the Members' Allowances Office prior to having it printed.** The Members' Allowances Office will review the material and advise you if it complies with the non-partisan requirements of the Constituency Allowance. If the material does not comply with the non-partisan requirements, the balance exceeding your Printing Allowance entitlement may not be claimed under your Constituency Allowance.

How to Claim

Year End Cut-off of Members' Claims

Claims for all expenses incurred in a fiscal year must be submitted by June 30 following the fiscal year just ended.

Types of Payment of Expenses

1. Reimbursement of expenses.

You will need to provide proof of payment and any required supporting documentation. You may claim multiple expenses on one claim form. You should submit these claims on a regular basis as you are paying for these expenses “out of pocket”. You may be using your personal funds, a credit card or a line of credit and will need to repay these sources of funds.

2. Direct payment to a third party.

If a **printing expense exceeds \$100.00**, you may request that it be paid directly to the person or vendor to whom it is owed. You will need to provide an original invoice, contract or other document evidencing the expense owed and any required supporting documentation. Each direct payment request must be submitted on a separate claim form.

3. Federal and provincial tax.

Members are not exempt from federal or provincial taxes.

Printing Allowance Claim Form and Supporting Documentation

Printing Allowance Claim Form

A claim for any printing expense must be made on the **Printing Allowance claim form**. The claim form must be accompanied by **a copy of the printed material**. You must sign the claim form. Keep a copy for your records. Submit the original signed claim form and printed material with the information described below to the Members' Allowances Office in Room 9B, Legislative Building.

Please contact the Members' Allowances Office if you require a copy of the electronic claim form.

Proof of Payment

Unless no receipt can be provided, **proof of payment** is always:

- the **original receipt** showing payment of the expense

If no receipt can be provided, then proof of payment can be:

- a copy of a bank statement or bank statement excerpt that identifies the expense and the payee.
- an image of the cancelled cheque that was provided as payment for the expense.
- an invoice for the expense marked “paid” by the supplier.

If payment is to be made directly to a third party, rather than reimbursement to a Member:

- instead of proof of payment, the Member must provide an original invoice, contract or other document evidencing the expense owed.

Additional Supporting Documentation

For reimbursement of a printing expense under your Printing Allowance, a copy of the printed material **is required** to accompany the Printing Allowance claim form and original receipt or invoice.

If you think that your printing expense may exceed your Printing Allowance entitlement, you may wish to claim the balance under your Constituency Allowance. The printed material must comply with the non-partisan requirements of the Constituency Allowance for the excess amount to be claimable. **For reimbursement of a printing expense balance under the Constituency Allowance**, please submit the following to the Members' Allowances Office:

1. proof of payment,
2. a copy of the printed material as is required for both the Constituency Allowance and the Printing Allowance,
3. a signed and completed Printing Allowance claim form for the printing expense up to your maximum printing entitlement, and
4. a signed and completed Constituency Allowance claim form for the balance of the printing expense.

For information on non-partisan requirements respecting reimbursement of printed material expenses under your Constituency Allowance, **please refer to the Definitions section** of this Manual.

Appeal

Members are entitled to appeal any decision made under the *Members' Allowances Regulation* to a person appointed by LAMC and that person's decision is final. The appeal must be in writing and must present the argument of the Member. Please contact the Members' Allowances Office for information on the appeal process.

Conflict of Interest Qualification

Any printing expense is **not** an eligible expense for reimbursement if there is a direct financial interest or ownership in the business providing the service for **you or your spouse or common-law partner, or a relative of yours or of your spouse or common-law partner, or another Member, another Member's spouse or common-law partner, or a relative of any of the above-named persons**, and it is reasonable that you know or should have known of the existence of the direct financial interest/ownership.

Please refer to the **Definitions section** of this Manual for a complete description of the Conflict of Interest Qualification and definitions of common-law partner and relative. A diagram of the relationships indicated above is provided as **Schedule 4 - Diagram of Relationships defined by "Relative"** in the **Schedules section** of this Manual.

Reporting and Disclosure

The **Reporting and Disclosure section** of this Manual provides information on reports relating to Members' Allowances such as Month End Reports and Members' Annual Reports for tabling, and public disclosure of information requirements including Legislative Assembly website publications.

Effects of Dissolution on the Constituency Allowance

The **Effects of Dissolution section** of this Manual provides information on the effects of dissolution on the Printing Allowance.

Definitions

The following terms are defined in the Definitions section of this Manual:

“authorized expense”
“common-law partner”
“direct financial interest”
“LAMC”
“non-partisan”
“relative”

Listing of Schedules

Please refer to the **Schedules section** of this Manual for a listing and copies of all Schedules noted in the Printing Allowance Chapter.