



## JUDO ALBERTA COMMITTEE BUDGETS

### POLICY

The budgets will be set at the planning meeting each year and shall be firm subject only to funding adjustments approved by the Executive Committee.

Once Committee budgets have been approved and distributed to Committee Chairs, the procedures outlined below shall be used.

### PROCEDURES

1. Those programs funded by the Sport, Physical Activity and Recreation Branch funds (SPAR), in whole or in part, shall not have budget funds transferred to any other committee or to another program within the same Committee, up to the amount funded by SPAR.
2. Those programs funded only, or partly, by Judo Alberta shall not have budgeted funds transferred to any other Committee. Minor changes to the budgeted funds may be transferred between programs by the Committee Chair, but the total budget funds shall not be exceeded without Executive Committee approval. Each Chair should consider the option carefully before shifting budgeted funds and should also consider all over and under expenditures that have already occurred or that are anticipated to occur.
3. Those situations where there may be an agreed need to shift budget funds between Committees, shall be submitted to the Executive prior to the funds being spent. The submission to the Executive should include the following:
  - a) the reason(s) for the proposed shift of funds,
  - b) letters of agreement from the Chairmen of the Committees involved in the proposal.
4. Any other situation/proposal not covered under this policy shall be submitted to the Executive prior to the funds being spent, for approval.

**Recommended:**

\_\_\_\_\_  
(Chairman, Executive Committee signature)

\_\_\_\_\_  
(Date)

**Approved:**

\_\_\_\_\_  
(President, Judo Alberta signature)

\_\_\_\_\_  
(Date)