

Budgetary Policy

Policy Statement

The Board Treasurer is responsible for establishing, providing oversight of, and ensuring compliance with all budgetary policies. These policies oversee the allocation of funds and direct overall the overall spending by the organization on an annual basis. The Board Treasurer, or his/her designee, will create an annual budget to be approved by the Board of Directors to ensure compliance with established policies and procedures. In addition, this annual budget will include an analysis of the appropriateness of the expenses in the furthering of the mission and use of limited resources.

Reason for the Policy

The SPJA has implemented this policy to ensure control over the Company's expenses and spending.

Applicability of the Policy

This policy applies to any member, division, or department of the organization that is allocated funds for spending from a company budget, regardless of funding source.

Policy Elaboration

I. General

All expenses made by the organization must be sourced from an approved budget line item. The budget will be reviewed and approved on an annual basis by the Board of Directors.

II. Timeline

The Board Treasurer has mandated that the revised Annual Budget, including all supporting documents, must be presented to the Board of Directors for approval by the First day of October.

III. New Line Items

Any new budget line items that result in new, additional expenses to the organization must be submitted to the Board of Directors with a proposal. New Line Items must be approved by the Board of Directors.

IV. Changes to Line Items

Increases less than \$1,000

Any changes to existing line items that result in an increase of under \$1,000 from the previously allocated budget must be approved by the Chief Financial Officer.

Increases greater than \$1,000

Financial Policies

Any changes to existing line items that result in an increase of \$1,000 or more from the previously allocated budget must be approved by the Board Treasurer and the Chief Financial Officer.

Increases greater than \$5,000

Any changes to existing line items that result in an increase of \$5,000 or more from the previously allocated budget must be approved by the Board of Directors and the Chief Financial Officer.

Reduction of Line Items

The Chief Financial Officer or Chief Executive Officer is permitted to reduce budgets as necessary without prior approval, as long as such changes are documented and in accordance with the Company's general strategy and business goals.

Reclassification, Redistribution, Joining or Splitting of Line Items

The Chief Financial Officer is permitted to reclassify and/or split or join line items as necessary to reflect the true nature of expenditures without prior approval, as long as such changes are documented.

V. Approval

The Annual Budget must be approved by the

VI. Delay

In the event of a delay in the budget creation or approval process, the Chief Financial Officer is hereby authorized to continue to fund only Essential Operating Expenses, to be limited to the previous year's budget allocation.

Definitions

Essential Operating Expenses: All expenses required for the continued day-to-day operations of the company including, but not limited to, office rent or lease payments, utilities, wages of key employees, and travel expenses for the explicit purpose of completing the budget.

Key Employees: Key employees are defined as employees essential to the continued operation of the company. This includes the Chief Executive Officer, Chief Financial Officer, Employees responsible for accounts payable or receivable, human resources, or budget development.

Procedures

Forms

Approval Requirements

Aggregate Purchase Price	Required Documentation
< \$250	<input type="checkbox"/> Receipt or Invoice <input type="checkbox"/> Purchase Request Form
\$1,000+	<i>In addition to above:</i> <input type="checkbox"/> Purchase Authorization
\$5,000+	<i>In addition to above:</i> <input type="checkbox"/> Quotation Evaluation Form
\$50,000+	<i>In addition to above:</i> <input type="checkbox"/> Request for Proposal
\$100,000+ > 1 Year Contract Length	<i>In addition to above:</i> <input type="checkbox"/> Legal Review