

Budgets.

We set Annual Budgets and Monthly Budgets. Much of our documentation and operating procedure refers to the breakout of an Annual Budget into Monthly Budgets. In some cases we require adherence to monthly spending limits. In other cases we refer to annual expenditures. This is unclear.

In order to clarify this confusion, the Treasurer will use the following policy.

Operating Budget Policy

The Board establishes an Annual Budget in various categories (Shop Supplies, Repair & Maintenance) that is typically distributed equally across 12 months of the year.

While this establishes a monthly target, Stewards may over-spend or under-spend this target as long as they do not exceed the Annual Budget.

Once the Annual Budget has been met, the Site Steward and Treasurer will not approve any additional expenses in that calendar year.

Should the site acquire additional new equipment that requires an increase in, for example, the consumables budget, the Site Steward must request a budget increase from the Board. Such increase, if granted, will be added to the Annual Budget and the go forward monthly targets will be adjusted.

Anecdotally:

If you spend your entire budget in the first six months of the year then you are out of money for the last half of the year.

If a new piece of equipment is purchased that has the need for ongoing supplies, the Board may adjust the Annual Budget and the monthly targets.

When new equipment purchases are requested from the Board the request for the new equipment must include a request for increase in the Annual Budget for ongoing supplies if required.