- Regional Leadership Team Leader to distribute club budget forms to Head Coaches by April 15th (form 3000-E).

- Club budgets to Regional Leadership Team by May 15th. All clubs must submit a budget regardless of whether they require money or not.

- Regional Leadership Team to formulate and develop a zero based regional budget based on regional plans for the fiscal year.

- Regional Leadership Team to approve club budgets by June 1st.

- Club budgets back to Head Coach by June 30th. In the event that a budget is not approved the requistioner will be contacted by phone and a written explanation giving pertinent details for non-approval will be sent to the requisitioner.

- Regional Leadership Council to submit regional budget to Special Olympics Manitoba by June 15th.

- At no time may a surplus be used for the general operating budget.