

SPECIAL OLYMPICS MANITOBA

CLUB BUDGET PROCEDURE

- 1) All programs must submit a budget for the program year. This includes those programs not requesting funding.
- 2) All budget proposals must be received by the Regional Leader or Treasurer by **MAY 15**.
- 3) Budget proposals will be approved/not approved by a minimum of three members of the Regional Executive, one of whom must be the Coordinator.
- 4) Budget proposals will be approved/not approved by the Regional Executive and photocopies returned to the Head Coach by June 30th.
- 5) Only items approved on budget proposals will be considered for reimbursement by the Regional Treasurer. Requests for items not budgeted, but essentially required by the program, must be submitted to the Regional Leader or Treasurer for discussion by the Executive. The requisitioner will be informed of a decision within two weeks of receiving the request.
- 6) In the event that a requisition is not approved, the requisitioner will be contacted by phone and a written explanation giving pertinent details for non-approval will be sent to the requisitioner within two weeks of receipt of the requisition form.

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REGIONAL BUDGET PROCEDURE

- 1) Regional Treasurer to distribute club budgets to Head Coaches by April 15th.
- 2) Club budgets to Regional Coordinator or Treasurer by May 15th. All clubs must submit a budget regardless of whether they require money or not.
- 3) Regional Executive to formulate and develop regional budget based on regional plans for the fiscal year.
- 4) Regional Executive to approve club budgets by June 1st.
- 5) Club budgets back to Head Coach by June 30th. In the event that a budget is not approved, the requisitioner will be contacted by phone and a written explanation giving pertinent details for non-approval will be sent to the requisitioner.
- 6) Regional Coordinator to submit regional budget to Special Olympics Manitoba by June 15th.