

SPECIALIZED CLINICAL DEVELOPMENTAL
SERVICES NETWORK



FINANCE POLICY

Section: Banking & Financial Management	Policy Number: 2.13.1
Policy: Unbudgeted expenses	Approved Date: 25-Mar-2025
	Last Revised Date:
Attachment(s):	Last Revision Approved Date:

Policy

Where possible all expenses will be included in the annual budget. Where unanticipated or extraordinary expenses arise, the expense must be pre-authorized.

Procedure

1. Any unbudgeted expenses amounting to less than \$100 per expense or \$250 annually may be authorized by the Treasurer; such expenditures will be noted in the Treasurer's quarterly report
2. Unbudgeted expenses amounting to less than \$500 per expense or \$1,000 annually may be authorized by the finance committee; such expenditures will be noted in the Treasurer's quarterly report and discussed at the next Board meeting
3. Unbudgeted expenses in excess of \$500 per expense or \$1,000 annually must be approved by the board as a whole.
4. If an expense being approved by the Board will result in a deficit at year end the Treasurer may recommend a member levy to raise funds for the expense.

Reference

2.41 – Member Levy