



BUDGETARY TIMELINE PROCEDURE

INTRODUCTION

The Croquet Victoria budget has an effect on affiliated regions, clubs and members, and Croquet Victoria will draft, consider and adopt its budget in accordance with a timeline that provides those regions, clubs and members with the greatest forewarning of matters that may affect them.

PURPOSE

This procedure has been developed to provide a timeline for development and adoption of the Croquet Victoria budget and will be overseen by the Finance Sub-Committee.

POLICY

The Croquet Victoria Treasurer will:

- Call for budget submissions for the following Financial Year from all interested parties, including Appointed Officers, Sub-committees and Working Groups in October of each year;
- Commence preparation of the budget for the following Financial Year in November of each year;
- Consider whether expense reimbursement amounts should be amended and, if so, reflect changes in the proposed budget;
- Consult with the Strategic Plan Implementation Sub-Committee on alignment with Strategic Plan objectives;
- Present the first draft to the Finance Sub-Committee in December of each year;
- Present draft budget to Committee of Management in January of each year, and
- Present the draft budget to the February Council meeting for consideration and adoption.

After adoption of the budget, the Croquet Victoria Secretary will advise all regions and clubs of any changes to reimbursement amounts and the affiliation fees set for the following Financial Year, in order that the regions and clubs may take these fees into account when setting their own subscriptions.

AUTHORISATION

Honorary Secretary
Victorian Croquet Association Inc