

**Softball Ontario's
Budgeting Process**

Stage 1 – June

- ⇒ Budgeting process begins in June when the Finance Committee reviews the past years Financial and Audited Statement.
- ⇒ Finance Committee recommends the Budget Projections totals for each program for upcoming fiscal year.
- ⇒ Executive Director advised Program Staff member and Program Chairman of the budget projection total so they can begin their budget preparations.

Stage 2 – July – August

- ⇒ Staff member reviews Programs previous activities and proposed activities for next fiscal year and begins preparation of initial draft budgets for Programs.
- ⇒ An approved Association budget form is completed for each Program activity outlining the following:
 - ⇒ Program Name
 - ⇒ Project/Activity Name
 - ⇒ Project Description
 - ⇒ Dates of Project
 - ⇒ Location of Project
 - ⇒ Attendance
 - ⇒ Performance Standards
 - ⇒ Expense Breakdown (details on travel, meals, honorarium, facility, etc.)
 - ⇒ Number of events
 - ⇒ Grant total of expenses
 - ⇒ Projected revenue (if any)
- ⇒ Staff member prepares a Program Budget outlining All Program revenue and expenses.
- ⇒ If program revenue and expenses do not result in the “Program Target Budget Figure”, staff member will make initial report of suggestions for Chairman and/or Committee to review changes to be made.
- ⇒ Staff member forwards Program Budget Report to Chairman for review.

Stage 3 – August

- ⇒ Program Chairman reviews draft budget for presentation to the Committee. Changes may be made at this time to meet the Program's Target Budget figure or to add or delete projects based on Programs plans.
- ⇒ Program Chairman approves draft budget for presentation to Committee.

Stage 4 – September

- ⇒ Program Committee reviews and updates Program Plans for fiscal year.
- ⇒ Program Committee reviews and updates Program's budgets, based on plans.
- ⇒ If changes or additional budgets are required staff member will do this after or at meeting based on Committees recommendations noted in the minutes.
- ⇒ Program Committee approves budgets for presentation to the Board of Directors.

Stage 5 – September/October

- ⇒ Finance Committee reviews all Program Budgets to ensure they are realistic and the Programs have met their Budget Targets as set out by the Finance Committee.

Stage 6 – October

- ⇒ Finance Committee presents Program Budget review report to the Board of Directors reviews, updates (if necessary) and approves the Program Budget Target amounts.
- ⇒ Program Chairman and Program Staff member presents Programs Budgets to Board of Directors.
- ⇒ Board of Directors reviews Program's budgets.
- ⇒ Board of Directors reviews Finance Committee's review of Program budgets.
- ⇒ Board of Directors approves Program budgets or recommends changes to Program Chairman and staff member.

Stage 7 – November/December

- ⇒ Executive Director requests Budgets from Member Associations.
- ⇒ Member Associations submit their approved Association budgets on Softball Ontario's budget form which outlines the following for each activity:
 - ⇒ Program Name
 - ⇒ Project/Activity Name
 - ⇒ Project Description
 - ⇒ Dates of Project
 - ⇒ Location of Project
 - ⇒ Attendance
 - ⇒ Performance Standards
 - ⇒ Expense Breakdown (details on travel, meals, honorarium, facility, etc.)
 - ⇒ Number of events
 - ⇒ Grant total of expenses
 - ⇒ Projected revenue (if any)
- ⇒ Executive Director prepares National Travel Assistance Budgets.
- ⇒ Executive Director prepares Association's complete budget, including one that incorporates the total picture (including Member Association's activities total costs) and one that incorporates the funding that is received and paid out for the Member Association's activities.

Stage 8 - Ongoing

- ⇒ Program Chairman and Program staff member monitors each month, their program budgets.
- ⇒ Treasurer and Executive Director monitor each month the total Association budget.
- ⇒ Committees may make changes to budgets during the fiscal year as per guidelines approved by the Program Committee. Each Program has its own policy on budget changes between meetings.