



Policy Name: <p style="text-align: center;">BUDGETING</p>	Policy Number: <p style="text-align: center;">1805</p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;">SEPTEMBER 2, 1996</p>
Reason for Revision: Click on item below and select item from list. <p style="text-align: center;">CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</p> <p style="text-align: center;">New format being used. Changed wording from Community Council to DHQ</p>	Date Revised: <p style="text-align: center;">August 10, 2021</p> Next Date for Review: <p style="text-align: center;">August 10, 2024</p>
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Policy

Agapé Hospice operates as a program of The Salvation Army and will follow Salvation Army budgeting procedures.

Procedure

1. Annual budgets will be prepared by THQ Finance Department in conjunction with the Executive Director. The Executive Director will consult the management team regarding their areas of responsibility. The proposed budget will be presented to The Salvation Army Divisional Head Quarters (DHQ) Business/Finance Department for approval.
2. Requests for annual Red Shield and capital improvement grants will be made through the budgeting process by the Executive Director.
3. Deficit budgets will be acceptable to the Salvation Army Divisional Headquarters provided there are sufficient funds in the capital account.
4. Budget preparation will begin in November and early January of each year to be presented to DHQ. No changes in budgeted income from Alberta Health Services will be included in the proposals until notification of such changes is received in writing from them.