



Budgetary Exceptions

The Dane County Humane Society (DCHS) operates under an approved expense and revenue budget each year. All expenditure undertaken in any year should have been included and approved in the annual budget prior to the beginning of the year.

When the Executive Director encounters the need for non-budgeted expenditures, the following should apply.

IF DCHS currently operating at expected or better than expected revenue and expense goals, and

- Expense is less than 1% (one percent) of overall approved budgeted expenses or \$20,000, whichever is lower
 - a. ED may approved expenditure without board approval, but must notify board of reason and amount of expenditure
- Expense is greater than or equal to 1%(one percent) of overall approved budgeted expenses or \$20,000,whichever is lower
 - a. ED must bring request for expenditure to board for approval.

If DCHS is currently not meeting expected revenue and expense goals and

- Expense is less than ½ % (one-half percent) of overall approved budgeted expenses or \$10,000, whichever is lower
 - a. ED may approved expenditure without board approval, but must notify board of reason and amount of expenditure
- Expense is greater than or equal to ½ % (one-half percent) of overall approved budgeted expenses or \$10,000, whichever is lower
 - a. ED must bring request for expenditure to board for approval.

In order to ensure full disclosure and keep organizational financial performance in line with approved budget, it is necessary to set limits. However, the ED needs the ability to make decision on a timely basis. The goal of this policy is to set limits without hindering the performance of the ED.