

Expense Requests Not Included in the Approved Annual Operating Budget		
Approval process for expenses if within an established program or area of the budget	Performed By	Approved By
Describe process, including performed and approved by info		
A monetary request over \$3K must be submitted via email to CFO stating the origin of the request, the amount (include budget, if applicable), and a written summary of why it's important. The CFO reviews and consults with Bishop & Canons to determine next steps. If the request is advanced, there must be a meeting of the B&FP to vote on the request and it would go to Diocesan Council for approval.	CFO	A majority of B&FP / Council approval, if over \$3K
If the aggregate of all requests combined come to \$50K, Diocesan Council will be informed.	Treasurer	
If an idea of over \$3K comes from Council, it must go to B&FP for review. Otherwise, Council will inform CFO and CFO will authorize the payment and inform B&FP via email.	CFO	A majority of B&FP
B&FP will be kept informed of to-date total of approved requests as new requests are received.		
Approval process for requests that do not fall within an established area of the budget	Performed By	Approved By
Describe process, including performed and approved by info		
If a request does not fall into an established area of the budget, it would require a formal budget amendment. After receiving a complete proposal and budget, CFO would consult with Bishop and Canons to determine next steps. If the request is advanced, CFO would add the request into the existing annual budget and present to B&FP for review and possible recommendation (or not) to Council for approval.	CFO	A majority of B&FP / Council
Note: The above processes, from request and approval to processing the disbursement, can take from 15 to 20 business days.		