

## Appendix I: Budget Change Process

Adopted September 2014

The following table describes changes that may be made by the Coordinating Team to an approved budget without having to seek prior approval from the congregation or the Board of Trustees. Changes of this sort would typically be made no more than once per year, if at all.

<b>Budget change/Approval</b>	<b>Treasurer/Bus. Administrator</b>	<b>Coordinating Team</b>	<b>Board</b>	<b>Congregation</b>
Line item changes (surplus/deficit total remains constant)	<\$5000 in aggregate	\$5000 to \$15,000	\$15,000 to 5% of budget (about \$50,000)	5% of budget or more
Line item changes (surplus/deficit total changes)			Up to \$10,000	\$10,000 or more

Note that changes like this are changes to the approved budget and not to the expected results.

Note that any changes at any level will be reported to the Board in the monthly Treasurer's report.