



## COMMITTEE BUDGET APPLICATION GUIDE

CUPE BC has allocated a budget of \$5,000 per calendar year per CUPE BC Committee towards advancing their projects. Committee Chairs will be responsible for managing the use of committee funds within the same calendar year (January to December).

Whereas committees previously submitted recommendations to the CUPE BC Executive Board for expenditure approvals, committees may now submit a **Committee Budget Application Form** to access project funds on an expedited basis.

### COMMITTEE BUDGET APPLICATION PROCESS

To access committee budget funds, Committee Chairs must complete a **Committee Budget Application Form** per project. Completed forms are to be submitted to the CUPE BC Administrative Staff, who will bring them forward to the **CUPE BC Admin Committee** for approval.

All forms must be completed by the committee and clearly outline the **project rationale** and **costs**. Once approved, the committee and staff may commence work on the project. **Incomplete form submissions will be referred back to the Committee for further action.** Likewise, any budget applications that are not approved by the Admin Committee will also be referred back to the Committee.

### COMMITTEE BUDGET REQUESTS vs EXECUTIVE BOARD RECOMMENDATIONS

The purpose of the Committee Budget is to facilitate funding access for smaller scale, routine project expenses (see table below). For any requests exceeding these parameters, committees must continue to submit them as **Recommendations** to the Executive Board for approval. Some common examples have been captured below for comparison:

<b>Committee Budget Requests</b>	<b>Executive Board Recommendations</b>
Mailouts to Local Offices & District Councils	Lobby Government
Campaign Materials	External Sponsorships
Swag Orders (including design costs, etc.)	Provide direction to CUPE BC
Event Supplies (i.e., Vaisakhi Parade Apples)	Request CUPE staff support & resources
Registration, travel, and wage reimbursement for Conferences and Union Education	Committee project requests with no associated costs**
**NOTE: Requests must still be approved by the Executive Board.	

If you are unsure whether to submit a budget application to the Admin Committee or a recommendation to the Executive Board, please contact your assigned CUPE BC Admin Support Staff for further clarification.

**PROJECT IDEA**  
Does it fall within the scope/purpose of CUPE BC and its Committees?

Yes

No

Is it an **ACTION**  
or a **POSITION**?

**ACTION**  
Are there associated costs?

**POSITION**  
Prepare an **Executive Board Recommendation**

**NO**  
Include in the Committee Report to the Executive Board.

**YES**  
Prepare a **Committee Budget Application**

**Admin Committee Decision**

**Admin Committee Decision**

**Executive Board reviews**

**REFERRED**  
Submission goes back to the committee for clarification.

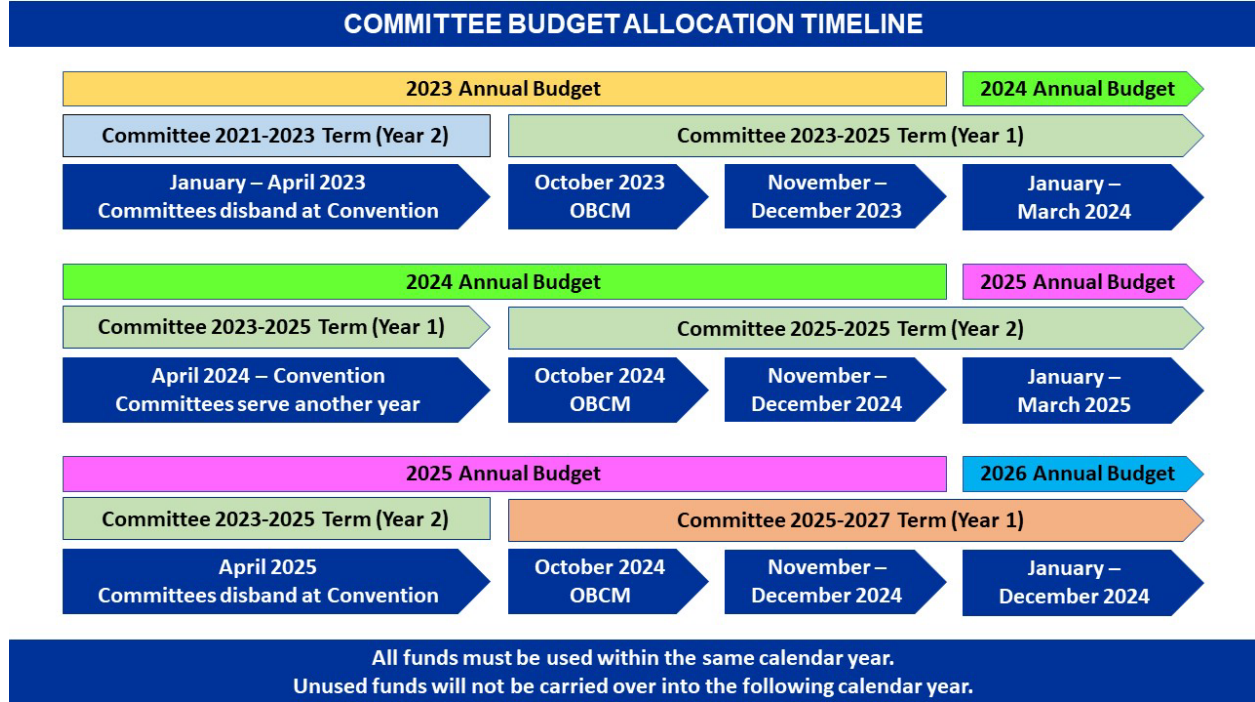
**DENIED**

**APPROVED**  
Begin project

Appeal to the Executive Board for a final decision

**BUDGET TIMELINE & AVAILABILITY**

All CUPE BC Committees serve two-year terms and disband during the CUPE BC Convention in April. Newly appointed committees meet for the first time during the One Big Committee meeting (OBCM), which is typically held in October of the same year.



Since committee budgets are allocated per calendar year (January-December), some newly appointed committees may have funds left over from the previous iteration of the committee. Under these circumstances, newly appointed committees will have the opportunity to use the remaining funds by December of the same year. **Otherwise, the remaining funds will not be carried over into the next calendar year and the committee will be required to wait until January to access its annual budget.**

**Example:** If a committee in its final year spends \$3,000 of its annual budget before being dissolved during Convention, the remaining \$2,000 will be available for use by the newly appointed committee provided that the funds are used by December of the same year. If unused, the \$2,000 will not be carried forward into the following year. The committee appointed in the Fall of a given year will have to wait until January to access its \$5,000 budget for the following calendar year.

**QUESTIONS?**

Should you have any questions regarding the new committee budget process, timelines, and/or fund balance for your committee, please contact your assigned CUPE BC Admin Support Staff for further assistance. Committee Budget Application Forms may also be obtained from the Division Office at [info@cupe.bc.ca](mailto:info@cupe.bc.ca).

