

Approved by the AYBS Board on 8-14-25

AYBS Budget Policy – AMENDMENT

Budgeting Process

On September 15th of each year, each Vice President shall review the prior year's revenues and expenses and propose a program budget to the President and Treasurer. These budgets shall include a recommended fee schedule for the upcoming year, as well as estimated participation by program, and planned purchases, leases and service payments.

By October 15th of each year, the President and Treasurer shall present to the Board a budget encompassing all AYBS programs. The AYBS Board shall discuss, amend as necessary, and approve an AYBS budget for the upcoming year no later than December 31st of each year.

At any point, for any reason, the Board may amend the AYBS budget as it sees fit.

Any program that does not have an approved Budget as outlined in this policy, shall have a budget of \$0.00 and ALL spending, of any amount, must be approved by the President and Treasurer prior to the approval of expense estimates or the making of any payments.

(2025 Exception. The program budgets for the 2025 calendar year shall be presented to the President and Treasurer by February 1st, 2025. The President and Treasurer shall present an AYBS budget at least 48 hours prior to the February Board meeting. This exception shall be removed from AYBS policy following the adoption of the 2025 AYBS budget.)

Spending Outside of Approved Budgets

Any purchases of more than \$1,000 that has not already been approved within a program's Board approved budget, shall be voted on by the Board prior to making such purchases. No program may make purchases totaling more than \$1,000 over their Board approved budget without submitting an amended budget to the Board and receiving Board approval of their amended budget.

This policy shall not apply to individual team budgets and/or accounts should all monies used to make such purchases come from existing team funds.

In the case of a bona fide emergency, the President and Treasurer may together approve spending of up to 10% over a prior approved program budget. In these cases, the approved purchase, its purpose, and the reason it is considered an emergency must immediately be conveyed to all members of the Board via email.

Requirement for Written Estimates

All planned expenses must include a written estimate from the vendor, contractor, or supplier. Any estimate over \$1,000, whether within the program's approved budget or outside of the program's approved budget, must be sent to and approved by the President and Treasurer. The requirement for approval shall not apply to individual team budgets and/or accounts where the expense is covered by a team fund.

Subscription and/or Payment Agreements

For purposes of budgeting, all subscription and/or payment agreements shall be calculated on a 12-month basis. Any agreement or subscription requiring more than a 12-month commitment must receive prior approval from both the President and Treasurer before executing.

Liability of Expenses

Expenses and spending done through this budget policy shall be the liability of Arrowhead Youth Baseball and Softball and not any individual within the organization. However, spending by coaches, directors, board members, or others, that fails to adhere to this policy – including the failure to obtain written expense estimates and obtaining approval for those estimates when necessary – shall NOT be the responsibility of AYBS, but rather the responsibility of the individual agreeing to the expense. All teams granted an AYBS bank account for team expense use, shall be the responsibility of the team head coach and any expenses incurred above available funds shall be the liability of that team's head coach.