

Major Project Procedure

The following procedures shall be used when a major project is approved by Horse Council BC. This procedure applies to any project initiated under the name of HCBC. The intent of the procedure is to develop a unified and standard way of measuring and controlling a project from it's inception to completion. A major project is defined as any project over \$5000.00.

Procedure:

1. All major projects must have prior approval by the Executive committee prior to starting implementation of the project.
2. The project shall obtain approval by completing an Authority For Expenditure (AFE) and submitting the form to the appropriate Vice President.
3. The Vice President will then submit the request to the Executive committee for final approval unless the project is not a budgeted item and will be forwarded to the Board of director's for approval.
4. A project manager shall be named on the request form. The Project Manager will be responsible for all aspects of the project and will report progress of the project to the staff person assigned by the Executive Director.
5. The Executive Director with the Vice President and the Project Manager will setup the appropriate financial controls as deemed necessary by them.
6. The Vice President shall monitor the project and mentor as required.
7. The progress of a project shall be included in the office report on a monthly basis.
8. All deviations from the original scope or budget shall be brought to the attention of the Executive Committee.

Finance Procedure No. 2008-01

Date Approved:

Attachment: Authority For Expenditure