



CAPE's Budget Process

CAPE's Budget

Pursuant to the CAPE Constitution, the Finance Committee is responsible for preparing an annual budget on behalf of the NEC, for presentation to the membership at the Annual General Meeting.

CAPE's fiscal year begins May 1, ending on April 30.

The following comprises the budgetary process for the 2012 – 2013 and 2013 – 2014 budgets. The dates in subsequent processes will necessarily vary, however the process structure is to be followed as outlined below.

Budget Input

CAPE Committees and Sub-committees

The Finance Officer requests input into the budget from all CAPE committee and sub-committee Chairs. (January 31, 2012)

Local Leadership

Pursuant to the CAPE Constitution, the Finance Committee consults with the Local Leadership Council in preparing the annual budget normally in the month of January.

Internal

The Finance Officer requests input into the budget from all members of staff and Management. (January 31, 2012)

CAPE staff makes submissions to the Finance Officer with a copy to their immediate Managers. (Deadline February 15, 2012)

CAPE management makes submissions to the Finance Officer. (Deadline February 15, 2012)

Manager approves or denies his or her staff members' budget submissions. (Deadline February 29, 2012)

Management approves or denies managers' budget submissions. (Deadline February 29, 2012)

Committee and sub-committee Chairs make submissions to the Finance Officer.
(Deadline February 29, 2012)

Authoring the Budget

The Finance Officer, in consultation with management, prepares a proposed budget. CAPE's Finance Committee holds special meetings to review the proposed budget. These meetings are of indeterminate duration, often lasting two days. (April - May)
CAPE's Finance Committee finalizes the budget at the May regularly scheduled monthly meeting.

CAPE's Finance Committee recommends the budget to the National Executive Committee at the regular June National Executive Committee meeting. The National Executive Committee decides whether to submit the budget to the members or to send it back to the Finance Committee for revisions.

The National Executive then submits the budget to the membership prior to the Membership Budget meeting and subsequently submits it for approval by a vote of the members.

Membership Budget Meeting (MBM)

The budget documents are provided to the CAPE membership three weeks prior to the CAPE Membership Budget Meeting.

Pursuant to the CAPE Constitution, a Membership Budget Meeting takes place in the National Capital Region normally in the month of September. (September 26, 2012)

The MBM discusses issues of concern and interest relating to the budget, reviews and discusses the proposed budget. Members attending the MBM can make and vote on recommendations to the National Executive Committee on matters arising at the meeting. Successful recommendations are presented to the National Executive Committee.

Membership Approval of the Budget

Ballots relating to the budget are issued to the membership at the same time as the materials relating to the Annual General Meeting. This material is sent to the membership three weeks prior to the Annual General Meeting. (November 8, 2012)
Pursuant to the CAPE Constitution, the Annual General Meeting is normally held in the month of November. (November 29, 2012)

The voting period ends ten working days after the Annual General Meeting. (December 13, 2012)

The counting of votes takes place on the eleventh working day following the Annual General Meeting. (December 14, 2012)

Results are announced on the twelfth working day after the Annual General Meeting. (December 17, 2012)