

## **BUDGET FORMS**

The following forms are to be completed in order to plan for the upcoming year.

- Forms XIV
- (a) General Budget
  - (b) Committee Budget
  - (c) Sports Budget
  - (d) Poppy Budget

In all cases the location, mileage (km), rate, mileage cost, per diem and hotel (if required) for overnight stays are listed and totalled. Deputy District Command should forward completed forms to their District Commander who then sends them to their respective Vice President. Copies of all budget forms should be sent to the Command Treasurer and Command Accountant.

These are estimates only but since they will provide the foundation for the next year's budget realism should be used as much as possible.

For budget deadlines see the "Budget" section within the Expense Policy.







