

It has been established by the Britannia Board of Directors that Board approval is required:

1. For all program requests for financial support through the Discretionary Fund, or special program account.
2. Prior to application for grants, in the name of Britannia Society and upon approval of application the grant must receive Board signature. However, in the case of an extension to a contract or grant, whereby there is no change in policy or funding, a staff person may sign the extension.
3. For program subsidy, through the Free for Services account, for children's and seniors' programs running below budgeted minimum registration above a 50% subsidy, or above \$250 subsidy per program period.

The Board requires:

1. Through the appropriate committee, a report following each program season the total subsidy for each program, recognizing the source of the subsidy is the excess of fees generated through the adult program.
2. Staff and appropriate committees review the Fee for Service program plans and budget prior to each program session.

The BOARD POLICY AFFIRMS that staff do not have the authority to charge expenses into city funded accounts for purposes contrary to the City's intended allocation.