

UNITED STATES JUDO FEDERATION
DEVELOPMENT COMMITTEE BUDGET PROCESS

CREATION OF THE ANNUAL USJF DEVELOPMENT BUDGET

- I. Prior to the April Meeting
 - A. The Development Committee (DC) Chairperson distributes Requests for Programs (RFPs) to the Subcommittee Chairs and Yudanshakai Presidents by the end of January.
 - B. Subcommittees and Yudanshakais submit requests back to the DC Chair by 1 March. The RFPs must align with the DC business plans, as approved by the President and outlined and described by the DC Chair.
 - C. The DC Chair reviews and edits the RFPs as necessary, and prepares a preliminary budget for DC review at the April meeting.
 - D. Simultaneous to C, the DC Chair simultaneously submits a budget proposal with appropriate line items to the National Office by the March deadline. The National Office forwards the budget to the Chairperson of the Finance Committee by the appropriate deadline in March.

- II. At the April Meeting
 - A. The DC convenes to deliberate about the budget proposals, and makes revisions as necessary. If revisions are made, the DC chair communicates these to the Chair of the Finance Committee and the President
 - B. Finance Committee creates the first trial budget based on the submitted request and any revisions communicated by the DC Chair.
 - C. Executive Committee reviews the budget and makes recommendations.
 - D. Treasurer creates the Annual Trial Budget Report based on the trial budget and presents it to the USJF Board of Directors.
 - E. The USJF Board of Directors reviews and votes to accept the Treasurer's report.

- III. After the USJF Spring Meeting and Until the July Special Board Meeting
 - A. Further adjustments are made to the budget by the DC Chair to accommodate new needs/new priorities, and prepares the budget for review by the DC at the special board meeting.
 - B. Notification is made to the Treasurer of pending revisions to the trial budget. The Treasurer revises the trial budget accordingly.

- IV. At the Special Board Meeting in July
 - A. The DC deliberates about the trial budget with revisions, if appropriate.
 - B. The DC Chair informs the Treasurer about any revisions to the trial budget, if necessary.
 - C. The Finance Committee meets and finalizes the annual budget.
 - D. The Executive Committee reviews and finalizes any required changes.

UNITED STATES JUDO FEDERATION
DEVELOPMENT COMMITTEE BUDGET PROCESS

- E. The Board of the Directors vote and approve the final budget
- F. The DC Chair notifies all Yudanshakai Presidents and subcommittee chairs of the final results of the budgeting process.

PAYMENT REQUEST PROCESS

- I. Only programs approved by the DC will be approved for funding.

- II. From National Development Subcommittees
 - a. The Chairperson of each subcommittee submits a payment request to the DC Chair who then forwards it to the Treasurer.
 - b. The Treasurer cuts a check and mails it out before the due date that is stated in the payment request form.
 - c. After completion of the program, the subcommittee chair is responsible to send the activity report and financial report to the DC Chair within 30 days of the close of the activity. If the reports are not filed, no additional payment requests will be paid or granted to the subcommittee until all delinquent reports are filed.
 - d. The activity report must be submitted in electronic format in a major wordprocessing system, and appropriate for distribution and publication.
 - e. The DC Chair reviews and forwards the Activity Report and Financial Report to the National Office and other appropriate distribution outlets.
 - f. The National Office reviews the material for completeness and ensures that the events occurred and then forwards them to the Finance Committee Chairperson

- III. From Yudanshakais
 - a. The Yudanshakai Program Director completes and signs the payment request form. The request form is then transmitted to the Yudanshakai President for signature. Note: The form will not be processed unless both the Yudanshakai Program Director and President sign the form.
 - b. The Yudanshakai President submits the payment request to the DC Chair who then forwards it to the Treasurer.
 - c. The Treasurer cuts a check and mails it out before the due date that is stated in the payment request form.
 - d. After completion of the program, the Yudanshakai president is responsible to send the activity report and financial report to the DC Chair within 30 days of the close of the activity. If the reports are not filed, no additional payment requests will be paid or granted to the Yudanshakai until all delinquent reports are filed.
 - e. The activity report must be submitted in electronic format in a major wordprocessing system, and appropriate for distribution and publication.
 - f. The DC Chair reviews and forwards the Activity Report and Financial Report to the National Office and other appropriate distribution outlets.

UNITED STATES JUDO FEDERATION
DEVELOPMENT COMMITTEE BUDGET PROCESS

- g. The National Office reviews the material for completeness and ensures that the events occurred and then forwards them to the Finance Committee Chairperson

BUDGET REALLOCATION PROCESS

- I. By 15 February each year, the DC Chair reassesses the budget. This reassessment is based on the actual expenses and expected upcoming expenses both within subcommittees and Yudanshakais.
- II. By 15 February each year, the Subcommittee Chairs and Yudanshakais submit their plans for completion of their remaining programs to the DC Chair.
- III. The DC Chair determines whether there will be a projected surplus or deficit in the budget. If there is a projected surplus, the DC Chair then distributes RFPs to subcommittee chairs and Yudanshakai presidents for additional programs within that FY. Notification is made to the Executive Committee via the President and Executive Director.
- IV. RFPs are received by the DC Chair by 31 March.
- V. DC deliberates at its April meeting for revisions to the current budget based on new RFPs.
- VI. The DC Chair notifies the President, Executive Director, and Treasurer of adjustments to the budget as necessary after the April meeting.
- VII. The DC Chair notifies all Yudanshakai presidents and subcommittee chairs of adjustments to the current FY budget.