



*Fort Worden*  
— PORT TOWNSEND —  
A HISTORIC GATHERING PLACE

## **ADMINISTRATION OF THE BUDGET**

POLICY: 010

EFFECTIVE DATE:

DATE OF LAST REVIEW:

POLICY:

The adopted budget is the financial plan developed to carry out the programs supported by Fort Worden PDA's goals and objectives.

The Executive Director shall provide financial reports on a regularly schedule basis showing comparison of revenues and expenditures with budgeted appropriations.

The Board of Directors must authorize all transfers of appropriations from one fund to another or within a fund through either a board resolution or the adoption of a supplemental budget.

In the event of an emergency or natural disaster, it may be necessary to respond quickly in order to protect public health or safety. In such cases, if it not practical due to emergency to convene the Board, the Executive Director in consultation with the Board Chair may make emergency expenditures. Such expenditures shall be brought to the Board' as soon thereafter as practical. Any expenditures or loans make outside the budget will be authorized by the Board of Director's through resolution, or by written order of the Executive Director or his designee.