

18.07 Contract Operating Budget

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to develop and implement effective contract operating budgets.

Procedure:

The preparation of contract budgets is in accordance with the Director of Finance's direction as approved by the Board of Trustees.

The Director of Contracts is responsible for preparing budgets on newly acquired contracts or to assist others in the preparation of budgets.

Budgets for new business shall be completed at the time of contract award.

The Director of Contracts and designated staff assists in the preparation of annual budgets as necessary.

Refer to Policy & Procedure Section Eleven – *Finance*.