



DARTS ALBERTA POLICY
BUSINESS PLAN DEVELOPMENT &
PROGRAM ANALYSIS PROCESS
POLICY NUMBER: 019
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1 BUSINESS PLAN DEVELOPMENT

- 1.1 The Darts Alberta Grants Sub-Committee shall develop a draft Annual Business Plan and Budget for adoption by the Darts Alberta Executive Committee by no later than August 1st each year.
- 1.2 The Darts Alberta Executive Committee shall finalize and adopt the draft Annual Business Plan by no later than September 1st each year.
- 1.3 The Annual Business Plan and Budget shall be ratified by the Darts Alberta membership at the Annual General Meeting.
- 1.4 The Annual Business Plan shall be developed based on the annual evaluation of the previously year's programs and any establishment of new programs.
- 1.5 The Annual Budget shall be developed based on the Action Plans contained within the Annual Business Plan, in correlation with the previous year-end Financial Statements.

2 PROGRAM ANALYSIS PROCESS

- 2.1 Each member of the Darts Alberta Executive Committee shall provide the Grants Sub-Committee with a detailed summary of their program areas of responsibility upon completion of each annual program or by no later than July 1st each year.
- 2.2 Each program summary shall include participation statistics, financial data, successes and recommendations for improvement.
- 2.3 The Darts Alberta Grants Sub-Committee shall assemble a Program Analysis summary document for presentation to the Executive Committee by no later than August 1st each year.

3 GOVERNMENT REMITTANCES

- 3.1 The President shall be accountable for ensuring that any approved Business Plans, Financial Reconciliations, Budgets, Reports and Applications are remitted to the appropriate government departments.
- 3.2 The assigned members shall be responsible for remitting all necessary documentation:
 - 3.2.1 Grant applications, reports and any documentation requested by the Alberta Sport, Recreation, Parks & Wildlife Foundation shall be remitted by the Government Liaison.
 - 3.2.2 Financial reconciliations shall be remitted to the Alberta Gaming & Liquor Committee by the Treasurer.
 - 3.2.3 Amendments for Use of Proceeds requests shall be remitted to the Alberta Gaming & Liquor Committee by the Secretary.
 - 3.2.4 Casino Applications and required casino forms and reports shall be remitted to the Alberta Gaming & Liquor Committee by the First Vice President.
 - 3.2.5 Executive Committee members shall remit other documentation as assigned.
- 3.3 All government remittances shall be copied to the Secretary to maintain Society records.