

## Procedures for Managing SCAR Budget Allocations

1. This document describes the procedures to be followed by all those SCAR officers whose planned activities are supported by an allocation in the annual SCAR budget that is agreed by the Delegates at a SCAR Meeting. Such officers include the Chief Officers of SCAR Standing Scientific Groups (SSGs) and Standing Committees (SCs), the Chairmen of SCAR Scientific Research Programmes (SRPs), the Chairman of the SCAR–COMNAP Joint Committee on Antarctic Data Management (JCADM), and the chairmen of any other groups with a budget allocation that does not come directly under an SSG (currently the Chairman of the Action Group on the History of Antarctic Research)
2. All requests for financial transactions must be submitted to the SCAR Executive Officer at the SCAR Secretariat by the relevant Chief Officer or Chairman. Any requests sent direct to the SCAR Secretariat by any other person will be referred to the relevant Chief Officer or Chairman for approval.
3. All financial transactions made by the Executive Officer on behalf of such Chief Officers or Chairmen will be notified to the relevant Chief Officer or Chairman. A financial statement of budget, income and expenditure relating to those transactions will be provided by the Executive Officer annually and on request.
4. Chief Officers and Chairmen may re-allocate amounts for activities within their total allocations but must advise the Executive Officer of any such re-allocations with a brief supporting argument.
5. Requests for funds in excess of the overall budget allocation, to support additional, unplanned activities or expenses, must be made to the Executive Director. Each such request must be accompanied by a brief supporting argument. The Executive Director may refer such requests to the Vice President who chairs the Standing Committee on Finance and to other members of the Executive Committee for approval.
6. Chief Officers and Chairmen may request to the Executive Officer that partially or totally unspent allocations in any one year are carried forward to the following year. A brief supporting argument must be presented for each case, and the Executive Director will determine whether or not the request shall be approved.
7. It is preferable, but not essential, that requests are NOT made to carry allocations forward from one SCAR 2-year budget cycle to the next.
8. In the case of any disagreement between the Chief Officers or Chairmen and the Executive Director regarding requests for funds in excess of the overall budget allocation or for the carrying forward of allocations, the Vice President for Finance will act as arbitrator.

SCAR Executive Committee  
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