CORPORATE POLICY			
Department	Corporate Governance	**Number**	CP-005
Subject	Spending Limits	**First Issued**	October 15, 2013
		Effective	February 17, 2026
Issued to	Board of Directors, Employees and Volunteers	**Version**	09
Approved by	Board of Directors	**Next Review**	September 2028

1.0 POLICY STATEMENT

The Calgary Stampede (or "Stampede") assigns financial authorities and responsibilities to ensure efficient, transparent and effective operations. This policy outlines spending limits and approval authorities for directors, employees and volunteers.

2.0 POLICY RATIONALE

The purpose of this policy is to clarify the respective authorities of the board of directors (the "board") and the executive management team, establish a framework for delegated authority, and ensure financial accountability across the organization.

3.0 SCOPE

This policy applies to the Calgary Stampede board of directors, employees and volunteers.

4.0 POLICY DEFINITIONS

In this policy:

Budget managers: employees responsible for managing one or more approved Stampede budgets.

By-laws: rules approved by the Stampede's shareholders governing the internal affairs or actions of the organization.

Executive management team: officers holding the position of chief executive officer or executive vice president.

Extreme circumstances: events that threaten health and safety, animals, the environment or Stampede operations and/or assets.

Personal expenses: business-related, promotional, travel or hospitality expenses incurred by an employee or volunteer.

Senior management team: vice presidents, management directors and any additional managers designated by the chief executive officer.

Standard template: contract template approved by the accounting department.

Variable operating costs: costs that vary with revenue such as cost-of-goods-sold, commissions or direct labour.

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5.0 POLICY DETAILS

5.1 General Principles of Delegation for Spending Limits

5.1.1 Delegated authority enables employees and volunteers to make financial decisions on behalf of the organization.

5.1.2 The board has unlimited financial authority, subject to applicable laws and the by-laws.

5.1.3 The chief executive officer has authority as defined by the board and may delegate further as required.

5.1.4 Delegations are limited to an individual's role and area(s) of responsibility.

5.1.5 Delegated authorities cannot be exercised where the employee or volunteer holding the delegation or authority has a conflict of interest. Conflicts of interest must be declared (see *CP-003 Code of Conduct*).

5.1.6 When absent, an individual's delegated authority passes to their immediate supervisor.

5.1.7 Any and all one-off delegations must be approved by the CEO and must generally align with the principles and authorities of this policy.

5.1.8 In the absence of specific designations, employees and volunteers have no authority for financial decisions.

5.1.9 Each employee and volunteer is responsible for understanding his/her approved authority and the process to be followed in executing that authority.

5.1.10 All delegations must be recorded and maintained by the Accounting Department.

5.2 Spending Limits Principles

5.2.1 Authorities must not exceed those of a supervisor. Exceptions may be granted by the chief executive officer or the executive vice president & chief financial officer, with written approval. All exceptions are reported to the Audit and Finance committee.

5.2.2 All amounts are in Canadian dollars, excluding taxes. Contract values are based on total lifetime cost.

5.2.3 Transactions that exceed the levels of authority set out for the chief executive officer must be reviewed by the Audit and Finance committee and approved by the board.

5.3 Personal Expenses

5.3.1 In cases of personal expenses associated with two or more volunteers or employees in a direct reporting line, the senior employee is required to incur the expense and submit the claim.

5.3.2 Expense approvals must follow the structure below and must align with all authorities outlined in this policy:

Title(s):	Approval Required From:
President and chair of the board	Immediate past president or chair of the Audit and Finance committee
Directors (excluding president)	President and chair of the board
Chief executive officer	President and chair of the board
Executive vice presidents	Chief executive officer
Senior management team, managers and employees	Executive management team member or senior management team member to whom they report
Committee chair	Staff liaison
Stampede volunteers	Committee chair

5.4 Annual Budgets and Reporting

5.4.1 An annual budget, for each fiscal year, will be prepared by the executive management team and presented to the Audit and Finance committee for review and for board approval in December of each year. The budget will include, but is not limited to:

i) Operating revenues;
ii) Operating expenses;
iii) Committee revenue and expenditure analysis;
iv) Discretionary projects;
v) Capital expenditures;
vi) Long-term cash flow forecasts;
vii) Debt and debt repayments, levels, restrictions and covenants; and,
viii) Inventory assets.

5.4.2 The executive management team may reallocate amounts within approved capital budgets provided the overall total is not exceeded. New projects may be added if fully funded by

discretionary budgets or contributions. All changes must be presented annually to the Audit and Finance committee.

5.5 Expenditure Contracts

5.5.1 Approval limits for commitments and expenditures within approved budgets are as follows:

Title(s):	Operational and Capital Budget Limits:
Executive management team	Up to $1,000,000
Vice presidents	Up to $500,000
Management directors	Up to $200,000
Committee chair	Up to $20,000
Manager	Up to $20,000

5.5.2 Contracts over $100,000 require three quotes; contracts over $200,000 require a request for proposal (RFP). Each contract requires two signatories: one subject-matter lead and one with financial approval authority.

5.5.3 Multi-year contracts are assessed on total lifetime value (e.g. an executive management team member is the required approval level to authorize a five-year contract with expenditures of $200,000 per year).

5.6 Sole Source Contracts

5.6.1 Non-competitive contracts ("sole source contracts") will be entered into only within the levels of authorization identified in this policy and they will be entered into only where there is sound business reason for the contract. Sole source contracts entered into for operating purposes require a written justification for review by the Audit and Finance committee. The maximum period for a sole source contract with professional service providers will be five years. Justifications to award sole source contracts include:

i) Situations where a specified proprietary product is required for operational reasons or where the introduction of a non-standard item would cause difficulties or significant additional operating costs;
ii) Where there is a monopoly of the technology essential to the procurement is held due to a patent or licensing position;
iii) Extreme circumstances that preclude a normal competitive process; and
iv) Exclusive sponsorship agreements.

5.6.2 Non-competitive contracts ("sole source contracts") may only be approved as follows, with written justification:

Title(s):	Sole Source Contract Operational and Capital Limits:
Board of directors	Unlimited
Chief executive officer	Up to $1,000,000
Executive vice presidents	Up to $100,000
Vice presidents	Up to $50,000
Management Directors	Up to $25,000

5.6.3 Sole source contracts exceeding $200,000 must be reported to the Audit and Finance committee.

5.6.4 The maximum period for a sole source contract with professional service providers will be five years.

5.6.5 The requirements for sole source contracts outlined in this policy do not apply to musical entertainment or performing arts contracts.

5.7 Employee Time Authorization

5.7.1 Budget managers may approve employee hours within their budgets. They may delegate approval to a direct supervisor for up to 40 hours per week.

5.8 Over and Unbudgeted Expenditures

5.8.1 Variable operating costs may differ from amounts originally approved. Variable costs that exceed budget and are within expected operating margins are excluded from this section of the policy.

5.8.2 Excess costs may be approved as follows:

Excess of:	Approval Required From:
10% or more, where 10% exceeds $1,000,000	Board of directors
10% or more, where 10% exceeds $100,000	Chief executive officer
Up to $100,000	Executive vice presidents
Up to $50,000	Vice presidents
Up to $25,000	Management directors
Up to $10,000	Committee chair or staff liaison

5.8.3 The board has granted the chief executive officer authority to approve cumulative annual unbudgeted operating commitments and expenditures up to $1,000,000, and this authority cannot be delegated.

5.8.4 In extreme circumstances, the board has granted the chief executive officer such spending authority as required (including on sole source contracts) provided that as soon as practical the chief executive officer consults with the president and chair of the board. Expenditure commitments exceeding $1,000,000 must be reported to the board.

5.8.5 In extreme circumstances where the executive management team cannot be notified, employees should exercise prudence and judgment in exceeding their approval authorities and spending limits. Subsequent written approval from the executive management team must be obtained as soon as practical.

5.9 Insured Losses

5.9.1 The executive management team may authorize expenditures equal to expected insurance recoveries to restore assets. Losses and recoveries exceeding $100,000 must be reported to the Audit and Finance committee.

5.10 Revenue Contracts

5.10.1 Approval limits for revenue contracts are as follows:

Title(s):	Revenue Contract Limit:
Executive management team	Unlimited
Vice presidents	Up to $500,000
Management directors	Up to $250,000 for sponsorship contracts. Unlimited for space and services license agreements (trade shows, special events, concerts and similar activities) provided the Stampede's standard license agreement is in use and is not amended.
Budget managers, Committee chair	Up to $25,000; or up to $100,000 where a standard template is utilized.

6.0 RESPONSIBILITY FOR POLICY ADMINISTRATION

This policy is administered and maintained by the executive management team. For interpretation of financial authorities, individuals should contact the Calgary Stampede executive vice president & chief financial officer.

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7.0 REFERENCES

By-laws: this policy is subject to the by-laws of the Stampede and the by-laws shall govern in any case where there is an inconsistency or conflict between the by-laws and the policy.

CP-001 Governance
CP-003 Code of Conduct
CP-004 Delegated Authorities
CP-006 Health, Safety and Environment

8.0 RESCIND DETAIL

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