

**2:05** When a budget contemplated by guideline 2:04 is sent to the Standing Committee on Internal Economy, Budgets and Administration, the Committee shall consider it and shall send its report to the chairman of the committee that submitted the budget.

**2:06** A committee that has received a report from the Standing Committee on Internal Economy, Budgets and Administration pursuant to guideline 2:05 may present a report to the Senate requesting the authorization that the committee requires to incur the special expenses that it anticipates.

**2:07** A report to the Senate contemplated by guideline 2:06 shall have appended to it the budget submitted to the Standing Committee on Internal Economy, Budgets and Administration and the report thereon of that Committee.

**2:08** A Committee shall not incur any special expenses until a report to the Senate pursuant to guideline 2:06 has been adopted.

### **3:00 Guidelines of General Application**

**3:01** Every budget for a fiscal year prepared by a committee for submission to the Standing Committee on Internal Economy, Budgets and Administration shall be in detail and shall be in the form provided for in the Schedule to these guidelines.

**3:02** A committee shall not transfer funds from one of the three headings of its budget to another heading unless a revised budget has been presented to and approved by the Standing Committee on Internal Economy, Budgets and Administration.