

Section: Funding & Budget

Number: 200.3

Subject: Committee Chair Budget Projection

Date: Revised 10/02

Reviewed 4/06

Reviewed July 2007

Policy Statement: To facilitate budget development by requiring current President, Pres. Elect and Committee Chairs to project the monies their committee, or position, will require for operations in the upcoming fiscal year.

Procedure:

1. The treasurer will distribute the Budget Projection Form and identify a due date for submittal prior to the budget planning meeting – fall meeting
2. Prior to completing the Budget Projection Form each chair will review the expenditures of their group for the current fiscal year. Estimated expenses relating to future goals shall be submitted. The Treasurer and other members of the executive committee may be consulted for assistance in determining expenses.
3. Any new, one time or special meeting expenses submitted must be accompanied by supporting documentation at the time the preliminary budget is submitted. This documentation is to include, but is not limited to: speaker expenses, committee member fees to join a professional group, travel, printing, postage and any other expenses to be incurred. These items are to be listed separately.
4. All committee budget requests will be reviewed and are subject to the approval of the BOD.
5. All monies distributed will be based on approval of the entire budget.

Original 10/97