

4030

BUDGETING

(approved 8/99; 4/11; 8/13; 9/17)

SECTION 1 DESCRIPTION: A corporation budget which projects income and expenses based on the action of individuals and committee shall be prepared annually.

SECTION 2 PROCEDURES: (A) The executive committee shall review the current budget with the director.

(B) Budget requests that are coordinated with committee goals shall be distributed at the August board meeting and completed by committee chairs. Requests shall be returned to the president by the end of August.

(C) The treasurer shall construct a corporation budget to be submitted to the executive committee prior to being submitted to the board of directors during the fall meeting.

(D) Final approval of the budget will occur no later than the January board of directors' meeting.

(E) Requisite tax forms required by the IRS will be submitted to the board of directors for approval during the calendar year.