

4030

BUDGETING

(approved 8/99; 4/11; 8/13; 9/17; 4/20)

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

SECTION 2 PROCEDURES:

- (A) The executive committee shall review the current budget with the executive director and approve it prior to presentation to the board of directors for their approval.
- (B) Budget requests that are coordinated with committee goals shall be distributed at the fall board meeting and completed by committee chairs. Requests shall be returned to the president by the end of November.
- (C) Final approval of the budget will occur no later than the January board of directors' meeting.
- (D) Requisite tax forms required by the IRS will be submitted to the board of directors for approval during the calendar year.