

## **BUDGET POLICY AND PROCEDURE**

Adopted 14 November 2000

### **Introduction**

This section describes the process by which the Budget for a Fiscal Year is developed, identifies the contributing organizational entities and reporting responsibilities, and specifies the timely delivery of reports, information and, finally, the Budget.

All deadlines described herein shall apply in each Calendar/Fiscal Year unless specifically changed by the Board. Deadlines are based on the general rule which sets the Annual Meeting at the last Sunday in May. Deadlines are listed in chronological order.

### **Reporting Responsibilities and Deadlines**

The Treasurer shall send to each committee chair a letter including a reminder of the impending budgeting dates and a copy of the Budget Process Policy and Procedure by December 16 of the Fiscal Year prior to the Fiscal Year for which the Budget is to be prepared.

Not later than January 15, the Treasurer shall provide to the chair of each committee a spending history for that committee. Whenever possible, the spending history shall comprise the actual and planned monthly expenditures for at least the previous two years.

Not later than February 1, the Canvass Committee shall report to the Board and Treasurer, the final results of the Annual Canvass.

Not later than February 15, the Treasurer shall provide to the Board information detailing the actual and anticipated income from all sources through January 31.

Detailed Committee Budget Requests shall be submitted to the Finance Committee and Treasurer not later than February 21. A copy shall also be provided to the Board. Requests shall provide a level of detail commensurate with the spending histories. Funding for new or special projects and significantly changed funding in traditional line items shall be accompanied by a detailed rationale including cost, schedule and spending profile.

On or before March 15, the Treasurer and Finance Committee shall define a Preliminary Budget. This document shall be provided to the Board and to all Committees, as well as to the Endowment Committee with a request for disbursement of Endowment Funds in accordance with established Endowment Funds Distribution Policy.

By the end of the first week of April, the Endowment Committee shall advise the Board, the Treasurer and the Finance Committee of the feasibility of the funding level requested.

Within two weeks of the Talent Auction, the Talent Auction Committee shall submit to the Board an accurate estimate of the Auction's net profit, to be used as a guideline for the Fiscal Year under consideration.

Not later than April 30, the Board, in concert with the Treasurer and Finance Committee, shall complete the final draft of the Budget for the Fiscal Year beginning the following July 1. This Budget shall include highlighted, separate line items for new projects, special projects and significantly changed traditional line items.

The final Budget shall be published and fully distributed to the Membership with the Annual Report not less than one week before the Annual Meeting.

### **General Committee Budget Responsibility**

This section defines the responsibility of each committee (including special committees) with respect to the definition of the Annual Budget for the next Fiscal Year.

The policy which specifies the timetable for budget development is the Budget Process Policy and Procedure Reporting Responsibilities and Deadlines.

The Committee shall provide to the Board the Committee Budget Request for the Fiscal Year in accordance with the schedule specified above. The basis for the Committee Budget Request shall be the Committee Budgets for the previous two fiscal years as provided to the committee by the Treasurer. The committee shall determine its budget request with respect to actual spending over the previous two years as well as anticipated new or special projects. New and special projects as well as significantly increased traditional line items shall be highlighted and fully documented including cost, schedule and spending profile.

The Committee shall be available throughout Budget deliberations to advise the Treasurer, Board and Finance Committee of the effects of changes to the Budget Request by those entities.

### **Special Finance Committee Budget Responsibility**

This section defines the special responsibilities of the Finance Committee with respect to the definition and preparation of the Annual Budget for the Fiscal Year. The timing of the responsibilities herein is controlled by the timetable specified above for the budget process.

In accordance with the Budget Process Policy, the Finance Committee, under the leadership of the Treasurer, shall prepare the Preliminary Budget, and shall participate in the deliberation and definition of the Final Budget for the Fiscal Year.

### **Duties of the Board in the Preparation of the Budget**

This section details the duties of the Board in the preparation of the Annual Budget for the Fiscal Year. The Budget Process Policy and Procedure specifies the timetable for the Budget Process and controls the timing of the duties herein.

In accordance with the Budget Process Policy and the intent of Article V of the By-laws, the Board shall:

- 1) Ensure that all contributions to the Annual Budget shall be provided to the Board and the Treasurer by the appropriate due dates;
- 2) Under the leadership of the Treasurer, participate in the deliberation and preparation of the Preliminary Budget and shall deliver same to the Endowment Committee;
- 3) Under the leadership of the Treasurer, participate in the deliberation and preparation of the final draft of the Annual Budget;
- 4) Distribute the Annual Budget with the Annual Report.
- 5) The Board shall assume and/or delegate the authority of any committee or committee chair which is unable to perform its prescribed function and responsibilities in the preparation of the Budget.

### **Duties of the Treasurer in the Preparation of the Budget**

This section details the duties of the Treasurer in the preparation of the Annual Budget for the Fiscal Year.

As stated in Article VI of the church By-laws, shall the Treasurer lead the budget process. The Budget Process Policy and Procedure specifies the timetable for the budget process and controls the timing of the duties specified herein.

In accordance with the By-laws and the Budget Process Policy, the Treasurer shall:

- 1) Provide to each of the committees, the schedule for the preparation of the Budget for the next Fiscal Year and a spending history for that committee, including when possible actual and planned monthly expenditures for at least the two previous years;
- 2) Provide to the Board information detailing the actual and anticipated income from all sources;
- 3) Lead the Finance Committee in the deliberation and preparation of the Preliminary Budget for the Fiscal Year;
- 4) Publish the Preliminary Budget and provide same to the Board and all Committees;
- 5) Lead the Board and Finance Committee in the deliberation and preparation of the Final Budget.
- 6) Publish the Final Budget for inclusion in the Annual Report;
- 7) Present the Final Budget to the Congregation at the Annual Meeting.

### **Special Talent Auction Committee Budgeting Tasks**

This section defines special Talent Auction Committee responsibilities with respect to the definition and preparation of the Annual Budget for the Fiscal Year.

Within two weeks of the Talent Auction, the Talent Auction Committee shall submit to the Board an accurate estimate of the net profit of the Auction.

### **Special Canvass Committee Budgeting Tasks**

This section defines special Canvass Committee responsibilities with respect to the definition and preparation of the Annual Budget for the Fiscal Year.

The Canvass Committee shall report to the Board and to the Treasurer the results of the annual Canvass on or before the date specified in the Budget Process and Policy Procedure.