



BUDGET/ FINANCE PROCESS

A. Finance Committee

The Finance Committee will be the President, the Treasurer, the First Vice President, and the Assistant Treasurer. The Chair of the committee is the Treasurer.

B. Input

The Treasurer (Chair) will solicit input from all voting Board members of the Chapter by a specified date (no later than July 31). The Treasurer will compile the requests and convene an in-person or electronic meeting of the Budget Committee to review, discuss and decide on the **proposed** Budget.

C. Approval

The Treasurer will present the proposed Budget at the September Board meeting for approval by the Chapter Board.

D. Reporting

The monthly Treasurer's Report will present the approved annual Budget, any additional funds approved by the Board, the month-to-date (MTD) expenditures and the year-to-date (YTD) expenditures.

Last updated: July 2021