

SCAPA

Subject: **Budget**

Primary Responsibility: President
Treasurer
Finance Committee

Date: January 3, 2001

POLICY STATEMENT:

A budget shall be developed with the input from all board members

Purpose:

To assure a sound financial budget for the coming year.

Procedure:

1. Annually during the month of October, all Board of Directors shall submit to the Treasurer a budget request of the year beginning January 1.
2. The request shall be submitted on the form as shown in this section of the policy manual.
3. Following compilation of the individual budget request, the Finance Committee and President, under the supervision of the Treasurer will develop a budget proposal.
4. The proposal will be presented during the annual meeting of the Board of Directors.