

Case Management Society of New England

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Policy #: 17-96

Date: 3/19/97 Revised 3/6/05

Policy: The CMSNE Executive Board updates and approves the operating budget every year.

Purpose: The purpose of this policy:

- To provide a methodology for the Executive Board (EB) to estimate anticipated revenues and expenses
- To develop a fiscally responsible financial plan for chapter activities and growth
- To provide a standard development format for revenues and expenses
- To demonstrate fiscal responsibility and for financial records

Procedure:

1. At the October Board meeting, the Executive Director (ED) provides EB members with a copy of the previous year's budget and instructions for completing a Budget Submission Form (see attached).
2. EB members, in collaboration with Committee Chairpersons (as appropriate), ensure preparation of reasonable and realistic budget estimates based on historical information and anticipated activity.
3. EB members complete and return Budget Submission Forms to the Chapter Office by November 30th.
4. A Budget Review Workgroup (BRW) convenes to develop a proposed budget for review by the full EB. (refer to Budget Review Workgroup below).
5. The BRW presents the proposed budget to the EB at the January Board meeting.
6. The EB reviews, makes revisions in and approve the budget.
7. A copy of the budget is provided to the President and Treasurer. Individuals (e.g. Committee Chairperson, Board Liaison) receive sections of the budget pertinent to their scope of responsibility.
8. The Executive Board utilizes the projected revenues, expenses and previous years' budgets as a *guide* in planning.
9. Subsequent budget revisions may be necessary. Revisions, including rationale, are documented and attached to the approved budget.
10. The budget is tracked throughout the year. The ED informs the Treasurer and President of actual and potential variances.
11. The Treasurer reports on budget status at all EB meetings.

Budget Review Workgroup

- The BRW consists of the following: President, President-elect, Vice-President, Treasurer and ED.
- The BRW utilizes email and teleconferencing to review and prepare a budget proposal.
- The ED identifies possible areas of savings and increased spending and prepares a Considerations List (CL). This document is sent to BRW members to facilitate discussion of potential revisions
- All BRW members are responsible to make suggestions for the CL.
- The BRW reviews and approves the final budget proposal prior to sending it to the EB.
- A rationale for each recommendation is attached to the final budget proposal to assist EB members in understanding each line item. (see attachment B)

Signed:  _____

Date: 3/16/05

Original 3/19/97 / Revision 3/6/05

Budget Submission Form

Date:
Budget Year:
Name:
Officer/Committee:

Anticipated Expenses:	Amount	Comments
Telephone		
Postage (approx. 750 pieces per mailing)		
Photocopying		
Travel		
Clerical/Administrative (\$21.50/hr)		
Supplies		
Fees		
Room Rentals		
Other (please describe below)		

Anticipated Income: (describe if any)

Anticipated Activities:

Please return this form to CMSNE Treasurer by 11/30/___.

Budget Workgroup Recommendations

The Budget Workgroup consisted of the President, President-elect, Vice President, Treasurer and Executive Director.

Goal / Purpose: The goal of this group was to develop a specific set of budget recommendations to bring back to the Executive Board for review and approval at the January Board meeting.

Methodology: Over a period of weeks, the workgroup corresponded via email and met via teleconference to identify and discuss Expense and Revenue issues facing the Chapter for the coming year. Upon completing each teleconference, meeting notes were circulated, examined and approved for inclusion in this document.

Revenue

Line Item	Recommendation	Comment
		-
		-
		-
		-
		-

(add rows as needed)

Expense

Line Item	Recommendation	Comment
		-
		-
		-
		-
		-

(add rows as needed)