

Case Management Society of New England

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Policy #: 17-96

Date: 3/8/2016

Policy: The CMSNE-Board of Directors updates and approves the operating budget every year.

Purpose: The purpose of this policy:

- To provide a methodology for the Board of Directors 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 November Board meeting, the Treasurer provides the Board of Directors a copy of the previous year's budget and directions to submit budget proposals for the upcoming year with each request itemized. The Board of Directors, in collaboration with Committee Chairpersons (as appropriate), ensure preparation of reasonable and realistic budget estimates based on historical information and anticipated activity.
2. The Board of Directors completes and submits budget requests to the Chapter Office and Treasurer no later than December 31st.
3. A Budget Review Workgroup convenes to develop a proposed budget for review by the full Board of Directors. (refer to Budget Review Workgroup below).
4. The Budget Review Workgroup and Treasurer present the proposed budget to the Board of Directors at the January Board meeting.
5. The Board of Directors reviews, makes revisions and approves the budget.
6. A copy of the budget is provided to the Board of Directors. A copy of the approved budget is provided to the CMSA National office.
7. The Board of Directors utilizes the projected revenues, expenses and previous year's budget as a guide in planning.
8. Subsequent budget revisions may be necessary. Revisions, including rationale, are documented and attached to the approved budget.
9. The budget is tracked throughout the year. The Executive Director informs the Treasurer, President and President-elect or Immediate Past President of actual and potential variances.
10. The Treasurer reports on budget status at all the Board of Directors' meetings.

Budget Review Workgroup

- The Budget Review Workgroup consists of the following: President, President-elect or Immediate Past President, Treasurer and Executive Director.
- The Budget Review Workgroup utilizes email and teleconferencing to review and prepare a budget proposal.
- The Executive Director identifies possible areas of savings and increased spending and prepares a Considerations List. This document is sent to Budget Review Workgroup members to facilitate discussion of potential revisions
- All Budget Review Workgroup members are responsible to make suggestions for the Consideration List.
- The Budget Review Workgroup reviews and approves the final budget proposal prior to sending it to the Board of Directors.

- A rationale for each recommendation is attached to the final budget proposal to assist the Board of Directors in understanding each line item. (see attachment A)

Signed: 

Date: 3/9/16

Jenny Quigley-Stickney, President 2015-17

Budget Workgroup Recommendations

The Budget Workgroup consisted of the President, President-elect or Immediate Past-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 Board of Directors for review and approval at the January Board meeting.

Methodology: Over a period of weeks, the workgroup correspond via email and met via teleconference as needed to identify and discuss Expense and Revenue issues facing the Chapter for the coming year. Upon completing each teleconference, meeting notes are 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)