

**Association of Government Accountants  
New York Capital Chapter  
Budget Development, Adoption and Control Policy**

Adopted:  
(Effective Beginning with the 2005-2006 Program Year)

Whereas the New York Capital Chapter of the Association of Government Accountants wishes to ensure that the Chapter remains financially strong and viable, the Chapter Executive Committee (CEC) hereby approves the following budget development, adoption and control policy:

Assumptions

- The Chapter has sufficient existing reserves.
- The Chapter programs, including The Conference That Counts (TCTC), will generate the current annual level of net income to cover annual non-education and program business expenses and maintain a sufficient level of reserves to ensure financial stability of the Chapter (see separate Chapter policy on financial reserves in the Chapter Policies and Procedures Manual).
- The President Elect (the President after July 1), with the assistance of the Treasurer and the Budget and Finance Committee (BFC) will be responsible for developing the draft budget and presenting it to the CEC for review, modification, and approval.
- The CEC is responsible for reviewing, modifying, and adopting the original budget, as well as making any budget appropriation modifications as outlined within the policy.
- Approval of the budget by the CEC shall constitute authority for responsible Chapter officials to obligate funds as provided in the budget. However, no commitment shall be made that will cause the pertinent category of expense in the budget to be exceeded by more than 10 percent unless it has advance CEC approval. (Chapter Bylaws Article XI, Section 2)
- The President and BFC are responsible for monitoring the requested budget and reporting to the CEC on a periodic basis.

Policy Direction

- The Chapter's fiscal year for budget purposes is the same as the program year - July 1 to June 30.
- The Chapter's budget process will start in May each year, prior to the beginning of the new fiscal year, with the President Elect's request for operational plans and budget estimates from the Officers for the upcoming fiscal/program year. In order to assist in the preparation of the next year's estimates, the current year original and amended budget, and expenditures to date information should be included with the request.
- Officers will return their budget estimates with their operational plans to the President Elect by the date requested. The President Elect, with the assistance of the Treasurer and Budget and Finance Committee, will compile the operational plans and budget estimates and review them.

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- The President Elect will call meetings and have discussions related to the operating plans and budget estimates as necessary to finalize the draft plans and budget as necessary.
- The President will present the draft operating plans and budget to the CEC at least one week before the annual meeting and not later than July 31 each year.
- The President will hold an annual meeting of the CEC in early August to review and approve the draft operating plans and budget.
- At the annual meeting, the CEC will review, modify, and approve the annual operating plans and budget for the upcoming fiscal/program year.
- Once they are approved by the CEC, the operating plans and budget shall be the Chapter's annual plan for the year. The President and officers are authorized to take whatever steps and spend whatever Chapter funds they deem appropriate within their plans and budget.
- If any officer determines that their approved operating plan or related budget requires modification from the originally adopted plan during the course of the Chapter fiscal year, they must discuss their modification(s) with the President before any Chapter funds are committed that will cause the annual budget to be exceeded.
- If the President determines that the requested modification(s) is appropriate and the original budget will exceed the following thresholds, he/she must request CEC review and approval before the annual plan and budget are modified and any Chapter funds are committed that will cause the annual budget to be exceeded.
  - Any scheduled and announced Chapter event that will exceed the original total budgeted allocation for that event by more than 10 percent or \$200, whichever is less, or the projected net event contribution to the Chapter operations will be reduced by \$200 or more. Chapter events include training and education, membership, certification, community service or any other publicly announced session for the benefit of Chapter members and/or the accountability professions.
  - Any unscheduled Chapter event that will impact the budget category (e.g., Training and Education) by 10 percent or \$200, whichever is less.
  - Any other Chapter budget appropriation area other than scheduled and announced Chapter events and TCTC (e.g., Communication, Certification, Governance, Budget & Finance) that will exceed their original total budget by more than 10 percent or \$200, whichever is less.
- The Chapter Treasurer will prepare monthly financial reports consisting of:
  - A balance sheet
  - An operating statement
  - Detail budget comparison statements, at such level of detail required by the President and BFC
  - A listing of expenditures for the month

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- The President and BFC are charged with monitoring the adopted annual budget. They will review the monthly financial statements, request additional information from the Treasurer or any officer and make any determinations and recommendations they deem appropriate.
- At least quarterly (October, January, April, and June CEC meetings), the BFC will report to the CEC on the financial condition and budget status of the Chapter. In addition, the BFC will report to the CEC as soon as possible any significant event that will severely impact the financial condition or budget status of the Chapter.