

BUSINESS OPERATIONS  
BUDGET CALENDAR

Budget Calendar

The Association's budget calendar shall present a plan of action for estimating and completing preparation of the annual budget in a fixed period of time. The calendar shall be used as a tool for identifying required budgetary activities and for identifying when and by whom these activities are to be performed. The calendar shall also be used as a guide for:

- A. Coordinating the budgetary activities of individuals and groups;
- B. Collecting budget data;
- C. Reviewing budget problems; and
- D. Making budget decisions.

The budget calendar shall include adequate time for:

- A. Consultation between Department Directors and the Executive Office regarding interdepartmental budget items;
- B. The departments to set priorities in order to develop their budget proposals for submission to the Director of Finance and Operational Services;
- C. The Director of Finance and Operational Services to compile individual department budgets and submit a tentative budget for the Executive Director's consideration;
- D. The Finance Committee to review and approve the budget; and
- E. The budget to be submitted to the Board of Directors for consideration and adoption.

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