

POLICY/PROCEDURE NUMBER:

**B – 5.2**

DATE:            November 3, 2016	SUBJECT:
ISSUE: <b>Finances</b>	<b>Annual Budgeting</b>
REVIEWED:      February 2022	PAGES:    Page 1 of 2

1. The annual budgeting process must be completed by first week of February, to allow up to 8 weeks prior to the new fiscal year for authorizations to be in place to enable expenditures.
  - 1.1. The annual budgeting process requires that all Committee Chairs solicit their committee's input and approval.
  - 1.2. The annual budgeting process requires input from the Executive Director in order to estimate reasonable annual management and operational expenses which that position (and the management firm which supports CHES).
  - 1.3. The annual budgeting process requires input from the Executive Committee in order to estimate annual Executive travel, special activities and initiatives which require funding approval.
  
2. All items approved in the annual budgeting process are to be specific in nature.
  - 2.1. Once the final budget is approved expenses are approved to be incurred (by the individuals, Committees, the Executive Director or the Management Firm), including any timing restrictions to manage cash flow.
  - 2.2. Budget line items are approved only for the situation or task for which they are approved.
    - 2.2.1. Substituting another representative to a specific situation is allowable when circumstances require (e.g. due to travel conflicts another CHES Executive member may attend a chapter conference in lieu of the CHES President, substituting another representative to attend an approved healthcare standard committee meeting).
    - 2.2.2. Substituting another situation, task or product than what was originally approved in budget will require that substitution to be reviewed and approved by the CHES Board of Directors prior to the substitution (e.g. changing which standards CHES will reimburse representation to, changing attendance at an approved event for attendance at an event not approved, using approved funds to promote a new or different program or event than the one approved in budget).
  
3. The annual budgeting process will occur with the following steps, generally in the following timeline:
  - 3.1. All Board Executive and Committee Chairs will submit their budget request submissions by end of December to the Treasurer.
    - 3.1.1. Committee Chairs will have their Committee's review and endorse the budget request submissions.
  - 3.2. Treasurer and CHES National=Office will review and query the budget request submissions during the month of January.
  - 3.3. A draft budget will be prepared and submitted by the Treasurer to the CHES Board of Directors by the 2nd week of February.
  - 3.4. A special board meeting to review and approve the Annual Budget will occur in 3<sup>rd</sup> week of February.
  - 3.5. Approval of the budget will occur at this February meeting

