

BUDGET AND AUDITING COMMITTEE PROCEDURES MANUAL

PURPOSE OF COMMITTEE

According to the Bylaws, Article VII, Section 4, the Budget and Auditing Committee shall be responsible for the development of the annual budget to be presented to the membership, at the Annual Meeting. This committee shall also receive and review the auditor's report and present it at the Annual Meeting.

RESPONSIBILITIES OF THE CHAIR

The Chair of the Budget and Auditing Committee is appointed by and reports to the CACRAO President. The Vice Chair is also appointed by the President for all committees of more than five members. The Vice Chair will serve in the absence of the Chair. The Committee Chair and Vice Chair positions are one year appointments. The Chair's responsibilities include:

- Acting as a liaison with the Budget and Auditing Committee and the Executive Committee in the granting of standing committee budget requests;
- Attending and presenting the auditor's report at the annual business meeting.

SPECIFIC DUTIES AND TIMETABLES

1. Committee appointments must be made by **January 15**. The Executive Committee will provide a list of interested members and the name of the Ex-Officio member. (*The Ex-Officio will be the Treasurer.*) From the list, the Chair should select seven or more committee members (*seven is the minimum required by the Constitution*), making calls to each to get a verbal commitment before confirming in writing/email.

When selecting the committee members, the Chair should, to the maximum extent possible, ensure that the composition of the committee is representative of the diversity within the CACRAO membership in institutional type, geographic location, gender, and ethnicity. The Chair should solicit additional members, if necessary, to create the proper balance. Consideration should be given to unique experience related to the activities of the committee. Committee membership is a one year appointment.

If, at any time, a committee member is unable to fulfill assigned duties, the Chair may appoint another individual to that position.

2. An appointment letter/email should be sent to each committee member prior to **February 1**, with a copy to the President, Ex-Officio, and the member's immediate supervisor.
3. A Committee Roster must be prepared, sent to the CACRAO President, the Ex-Officio, the Program Committee Chair, and the committee members prior to **February 15**. Name, title, institution, mailing address, telephone, email, and fax are required on the roster.
4. Call a Meeting for **February**. The committee members should receive a letter/email with the date, place, and time of the meeting, directions, and advance information about the issues to be discussed. Preference is given to online/phone conferencing. The letter/email should be copied to the President and Ex-Officio - who should also be invited. The Chair should either designate a committee secretary or arrange for selection by the committee, not later than the first committee meeting. The secretary should maintain minutes, retain a copy for a working notebook, and send a copy to each committee member, the Newsletter Editor, the President, and Ex-Officio representative. One purpose of this meeting is to orient the members to the "budget process and procedures" of CACRAO. Also, send the Chair of each standing committee a copy of their current budget.

A. Budget Preparation.

CACRAO's fiscal year is Jan. 1 – Dec. 31.

A budget must be prepared in January for the next fiscal year. The Chair should take into consideration both income and expenses when preparing the budget. It is important to remember that this budget

covers a fiscal year where the Chair heads the committee only about 4 1/2 months. Great care must be taken to anticipate long-range committee activities, as well as to study expenditures from years past that, due to billing processes, may have been counted toward different fiscal years.

A proposed committee budget must be prepared and sent to the President and copied to the Ex-Officio, by **March 1**. The budget will be reviewed by the Executive Committee and the Budget and Auditing Committee Chair. Following the Executive Committee meeting, the Budget and Auditing Committee Chair will be notified of the amount of money appropriated for the Budget and Auditing Committee.

The Chair is responsible not only for preparing, but also for maintaining the committee's budget. This includes completing and submitting the appropriate forms to the CACRAO Treasurer for depositing funds, reimbursements, etc. The Chair must maintain accurate and up-to-date records.

Reimbursement for committee related expenditures must be submitted on a CACRAO Expense Voucher. The original and second copy of the voucher is sent to the CACRAO President. The third copy should be retained by the Committee Chair. It is important that the voucher be submitted, as soon as possible, following the expenditure.

B. Prepare an outline of committee goals for the upcoming year and forward to the President and copy the Ex-Officio by **February 15**.

C. Additional committee meetings should be scheduled, as needed.

5. The Chair will **attend the January Executive Committee** meeting and must submit a committee report, a budget proposal for the following year, and be prepared to report budget needs and committee plans. All outstanding committee budget requests are to be submitted to the Chair of the Budget and Auditing Committee within 30 days of the January meeting of the Executive Committee. Outstanding requests will need to be followed up by the Chair.
6. Call a **Meeting for March**. By this time, the budget requests for the coming fiscal year will have been received. The proposed budget forms will ask for the amounts requested for the coming fiscal year with justification for each amount. In addition, a column labeled "recommended" will be included. This column is to be completed at this meeting, as the members of the Budget and Auditing Committee review the requested amounts.
7. Committee recommendations should be recorded and given to the President who will request the Chair to be present at the next Executive Committee meeting. At that time, the Executive Committee will decide the amount to be granted for the coming fiscal year. In preparation for the Executive Committee meeting, a form should be tabulated indicating the current year's budgeted amount, the new fiscal requested amount, the amount recommended by the Budget and Auditing Committee, while the last column should be labeled "granted" for the Executive Committee to determine. Once the determination is made, complete a new form in entirety and send to the President for all the members of the Executive Committee. The President then notifies each of the chairs of the amount granted for the coming fiscal year.
8. Send an email memorandum to each member of the Budget and Auditing Committee advising them of the outcome of the meeting with the Executive Committee. Attach a copy of the approved budget for the coming fiscal year.
9. **NEWSLETTER**. The Chair should submit articles on the committee's activities, as appropriate, for inclusion in the Newsletter. The Newsletter Editor will notify the Chair of deadlines for each edition.
10. Copies of all correspondence must go to the President and the Ex-Officio. In addition, send copies of correspondence to appropriate Executive Committee members or committee chairs that may be affected.
11. Prepare an annual report and submit to the President and Ex-Officio by **November 15**. At the same time, submit updates to this procedures manual and recommendations for a new chair (*this is a recommendation only and should not be assumed*)

12. Preference is given to email. If you must mail, please utilize Bulk Mail for any mailing of over 200 pieces. You must allow 2 weeks for delivery of bulk mail. CACRAO stationery, envelopes, and CACRAO membership mailing labels may be requested from the CACRAO Secretary.
13. Attend the Annual Meeting, including any Executive Committee meetings, at which your presence is requested. Hold a final committee meeting. Present an annual report and the auditor's report to the membership at the business meeting.
14. Send thank you notes to committee members immediately after the Annual Meeting.
15. Send a final report to the Newsletter Editor, giving the activities of the committee for the year.
15. The outgoing Chair will give all minutes/working notebook, records, etc. to the new Chair by **January 1**. The outgoing Chair is encouraged to be available, as needed, to respond to inquiries from the new Chair.

January 1, 2012