

## LITPC POLICY STATEMENT

SUBJECT: **BUDGET**, Preparation of

1. The LITPC Budget (hereinafter referred to as the Budget) is defined as the financial plan for the organization for a specified period of time. The period of time is between 1 July and the following 30 June.

2. The LITPC Treasurer or a Budget Committee, as determined by the President, shall issue a "Budget Call" in March to those Officers, Directors, and Committee Chairpersons who shall expect to incur expenses on behalf of the LITPC. All such officials shall submit proposals within 30 days following the "Budget Call". Based on this data and other pertinent data, the LITPC Treasurer or a Budget Committee shall prepare a proposed budget.

3. It shall be the policy of the LITPC to operate the organization based on a balanced budget.

4. To facilitate full consideration of the proposed Budget, advanced copies thereof shall be distributed to all members of the Board of Directors by the preparing authority, at least 15 days in advance of the LITPC Annual Board Meeting of the year preceding the fiscal year for which the Budget is proposed.

5. Approval of the proposed Budget is required by action of the Board of Directors. If for any reason final approval of the Budget cannot be effected by the conclusion of the Board Meeting at which the Budget is discussed, it shall be understood that:

a. The Treasurer will make payments for housekeeping expenses incurred on behalf of the LITPC. Housekeeping expenses are defined as those associated with the publication and distribution of the newsletter and membership forms, administrative postage expenses, floral tributes, pin purchases, and office supplies such as stationery.

b. If an emergency occurs that requires expenditure of LITPC funds, the Treasurer, with the concurrence of the President, will obtain approval by a majority vote of the Board. This can be accomplished by phone fax machine, or e-mail.

c. Priority attention will be given to concluding action on the proposed Budget within 30 days. Approval by telephone, e-mail, or fax machine is authorized. If final action is not taken within 30 days, the President shall activate an Emergency Budget Approval Committee (EBAC) to act for the Board as a whole. The EBAC shall be comprised of the President, the Vice Presidents, and the Treasurer. The EBAC shall be required to finalize action on the Budget in sufficient time to permit distribution of the document to the Board by 1 October. Nothing herein would preclude the Board at the next scheduled meeting from making amendments.

6. The LITPC Treasurer shall be expected to execute the approved Budget. It shall be understood that the Treasurer is NOT authorized to make payments of any expenses incurred by any member when the item has not been formally approved by the Board. Even when the Board has approved an item for the Budget, approval of an actual expenditure outside the limits of the approved figure must be obtained from the Board.

7. This Statement supersedes LITPC PS 0004 of 23 October 1998.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Approved by the Board on 30 June 2003