

BUDGET GUIDELINES

June 2008

A budget for the upcoming fiscal year (October 1 of the current year to September 30 of the following year) should be prepared and approved by the BOD before the current year's AGM.

A request for budget information should be sent to each Chairperson requesting their committee's request for a budgeted amount for the fiscal year in question. A copy of the request should be sent to the respective BOD responsible for that committee. This request should be sent out by February 28th.

The budget should be approved by the Chairperson of the respective committee and sent to the Treasurer before the end of March 31st.

The Treasurer will collect requests and prepare a consolidated budget for BOD approval.

The BOD will review the budget, make any changes required and then approve it before the end of May.

The committees are not expected to provide detailed expenditures for each cost associated within their respective committee. However, in preparing their budget, each committee should consider all costs and include them in their total budget. A list of expenses to be considered is provided below.

A Budget of expected expenses should be prepared by each of the following committees. Except Membership who will include an amount for revenue.

Library

Membership

Journal

Advertising / Publicity

Research - general research and extractions and special projects

Administration / Finance

Web site / Database

The Convention committee should also provide an estimate of the financial results of the convention for the fiscal year in question. This would be an estimate as the actual results would depend on the number of attendees, location, and the cost of the facilities. In addition, the convention is more than a year in advance and thus the financial results can only be an estimate. The Chairperson for the convention would not be selected until the following fiscal year consequently, the budget will be the responsibility of the current convention chairperson and the BOD representative.

The amount budgeted for Donations, Journal and Miscellaneous income will be nil as these amounts are dependent on external actions.

In preparing budgets, the following costs should be reviewed and considered by each committee.

Convention

Advertisement
Miscellaneous
Office supplies
Photocopying and microfilm
Postage
Printing
Rooms, catering, etc at
Convention site
Speaker expenses

Library

Books
Miscellaneous
Office supplies
Photocopying and microfilm
Printing
Subscriptions (Other
Organizations)

Membership

Advertisement
Miscellaneous
Postage

Journal

Printing
Supplies and office
Postage and mailings

Advertising And Publicity

Advertisement
Miscellaneous

Research

Books
Miscellaneous
Office supplies
Photocopying and microfilm
Research fees

Administration**Finance**

Amortization
Directors meetings
Insurance
Interest and bank charges
Currency exchange
Registration fees
Miscellaneous
Office supplies
Postage and Post Office box
rental
Printing
Repairs and maintenance
Telephone

Website / Database

Amortization
Miscellaneous
Repairs and maintenance
Capital expenditures

The membership committee should also provide a budgeted amount for the following income.

Membership Income

Canada
USA
Other Countries
Other Organizations