

**CAPPA**  
**Budget Process**  
**October 2021**

1. The Treasurer will develop a budget form for collection of budget input from committee chairs. For strategic planning initiatives to be included in a committee's budget request, the form will include a description of the request and its anticipated impact on the organization.
2. The Treasurer will provide each committee chair and others with budget input responsibility with a budget form at the annual meeting each year. Committee chairs will then discuss the budget process and the committee's needs for the following fiscal year during committee meetings. (Note: CAPPA's new fiscal year begins on April 1.)
3. Completed budget forms by each committee shall be due to the Treasurer and to the President for the following fiscal year on December 31. Committee chairs will submit a completed budget form for the following fiscal year along with a narrative paragraph outlining any major initiatives or funding changes anticipated for the second fiscal year out.
4. The Treasurer will collect all budget forms and present to the President for review a pro forma budget for CAPPA for the following fiscal year by January 31.
5. The President will review the overall CAPPA budget and discuss any changes with the Treasurer. The Treasurer will then provide a draft of the pro forma budget to the Board of Directors by February 28.
6. The Board of Directors shall approve the following fiscal year's budget at its mid-year (spring) meeting.
7. The Treasurer will present to the Board of Directors at its annual meeting (fall) an analysis of the current fiscal year's budget versus actual performance along with a general forecast for the following fiscal year (considering the narrative paragraphs submitted in item 3 above).

**Budget Revisions**

1. Each fiscal year's budget will include \$1,000 discretionary funding for use by the President. The President may, for instance, fund small budget revisions from this discretionary fund without further approval.
2. For other budget revisions, the President may approve a budget revision up to 10% of a committee or program budget as long as the total expense budget of CAPPA is unaffected. The Board of Directors shall be notified of such budget revisions approved by the President.
3. Executive Committee approval shall be required for all other budget revisions.