



POLICY

Policy Area: Finance	Subject: Financial Accountability
Title of Policy: Budget Process	Policy Number: 2.1
Approved Date: August 11, 2020	
Effective Date: November 24, 2020	Revision Date: May 17, 2021

1. Rationale or background to policy:

- 1.1. The CSBA believes that financial accountability is important to ensure that all funds are dedicated to achieving the mission and priorities of the CSBA.

2. Policy Statement:

- 2.1. To ensure accountability and responsible fiduciary management, the CSBA requires a clear and open budget process. This policy will articulate the process and expectation regarding the budget process.
- 2.2. As per the Constitution/By-Laws 7.2, the Board of Directors shall establish a Finance Committee to advise and consult on financial matters, to oversee finances and to make recommendations to the Board of Directors.

3. Procedures:

- 3.1. The Finance Committee will be responsible for developing a draft annual budget for recommendation and approval by the Board of Directors.
- 3.2. The Finance Committee will review the current fee structure and recommend changes to the fee structure when required. There will be an automatic 5% increase to the fee structure every three years to adjust for inflation. (See Appendix 5.5 CSBA Membership Fees).
- 3.3. The Finance Committee will share the budget assumptions, including the fee structure and budget scenarios, used to develop the draft budget with the Board of Directors.
- 3.4. The Board of Directors will approve the final budget to be shared with the members at the Annual General Meeting.
- 3.5. An external accounting firm shall manage the day-to-day accounting, do the banking, prepare quarterly statements, file provincial and federal taxes, and work with the auditor on reconciliation at the end of the fiscal year.
- 3.6. The accounting firm will provide financial updates to the CSBA Executive Director on a monthly basis.
- 3.7. The CSBA Executive Director will inform the Board of Directors immediately if the financial update indicates areas of concern for the CSBA.
- 3.8. The Finance Committee may be asked to review areas of financial concern and make recommendations to the Board of Directors.
- 3.9. The Board of Directors will receive and monitor quarterly financial updates that compare actual to budgeted figures, including appropriate explanatory notes.

3.10. The contract for accounting services will be reviewed by the Finance Committee every three years prior to making a recommendation to the Board for renewing the contract.