



POLICY

Policy Area: Finance	Subject: Financial Accountability
Title of Policy: Budget Process	Policy Number: 2.1
Approved Date: August 11, 2020 (pending approval of revised Constitution November 24, 2020)	
Effective Date:	Revision Date: November 8, 2022
<p>1. Rationale or background to policy:</p> <p>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.</p> <p>2. Policy Statement:</p> <p>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.</p> <p>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.</p> <p>3. Procedures:</p> <p>3.1. The Finance Committee will be responsible for developing a draft annual budget for recommendation and approval by the Board of Directors.</p> <p>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 5.5 CSBA Membership Fees).</p> <p>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.</p> <p>3.4. The Board of Directors will approve the final budget to be shared with the members at the Annual General Meeting.</p> <p>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.</p> <p>3.6. The accounting firm will provide financial updates to the Executive Director on a monthly basis.</p> <p>3.7. The Executive Director will inform the Board of Directors immediately if the financial update indicates areas of concern for the CSBA.</p> <p>3.8. The Finance Committee may be asked to review areas of financial concern and</p>	

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 every five years prior to renewing the contract.