

Speech and Hearing BC Policy Statement and Procedures

V.12

AREA: Finance

SUBJECT: Operating Budget

POLICY:

An Annual budget must be presented and approved by the Provincial Council, using cost center allocations.

The budget must be within a 5% plus or minus variance of the total revenues. Monies not spent in the approved budget for a fiscal year must not be carried forward unless approved by Provincial Council. These funds will be added to the reserve funds.

Speech and Hearing BC adopts the fiscal year of June 1 to May 31st

PROCEDURE:

- The Treasurer will coordinate the collection of budget projections for the next fiscal year from Provincial Council including the Executive Committee.
- The Treasurer will forward to Provincial Council including the Executive Committee, a historical report on their expenses (administration, travel) and request a projection for the next fiscal year.
- A draft budget will be presented to the Executive Committee prior to the Fall Provincial Council meeting for review, and then to the Provincial Council at the Fall Council meeting for approval.
- The approved budget will be entered into the accounting system by the Bookkeeper for comparison against actual results.
- Current cost centers:
 - Revenue – Membership, Advertising, Continuing Education, Annual Conference, Public Relations, Private Practice Roster
 - Expenses – Administration, Annual Conference, Continuing Education, Newsletter, Web Site, Public Relations, Chapter Representatives.

The Treasurer will have the authority to approve expenses beyond budget allocations with the approval of the Executive Committee.

SAMPLE BUDGET

**Fiscal Year 2008 (Sept. 1/2007 - Aug
31/2008)**

BCASLPA Budget

Budget

REVENUE

Annual Dues	\$	143,000	
Interest & Other	\$	6,500	
Conference	\$	60,000	
Vibrations Ads & Subscripts.	\$	3,000	
Website Ads & PR Fees	\$	6,000	
Total Revenue		\$	218,500

EXPENSES

Administration

Staff (Payroll)	\$	40,000	
Bookkeeper	\$	-	
Accounting	\$	4,000	
Bank Fees	\$	500	
Office Rent	\$	10,000	
Operating Expenses	\$	12,000	
General Expenses	\$	2,000	
Capital Expenses	\$	-	
	\$	68,500	

Committees

Executive Committee	\$	500	
Provincial Council	\$	3,500	
Area Representatives	\$	3,000	
Standing & Ad Hoc Committees	\$	-	
College Working Group	\$	1,000	
Supportive personnel	\$	-	
Other	\$	-	
	\$	8,000	

Programs

Awards / Scholarships	\$	200	
Vibrations	\$	12,000	
Website	\$	5,000	
Area Education Funding	\$	4,800	
Advocacy	\$	3,000	
Other	\$	2,000	

Monitoring/Reporting Frequency: Every Two Years. Date Policy Approved: SEPTEMBER 6, 2003. Date Last Revised: . Dates Reviewed: September 18, 2004, September 28, 2005; Sept. 9, 2006, September 30, 2007, February 3, 2015, June 10, 2018.

	\$ 27,000
Conference	
Speakers	\$ 20,000
Hotel Meeting Rooms	\$ 1,800
Catering Costs	\$ 40,000
AV Equipment	\$ 10,000
Delegate Packages	\$ 2,000
Other	\$ 1,600
	\$ 75,400
Meetings Expenses	
AGM	\$ 1,500
Strategic & Operational Planning	\$ 4,500
	\$ 6,000
Legal Fees	
College Legal Fees	\$ 5,000
Discipline & Inquiry Legal Fees	\$ 30,000
	\$ 35,000
Total Expenses	\$ 219,900
Surplus or Deficit (-)	-\$ 1,400