



# Policies and Procedures

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1. The NJSI budget is approved by the House of Delegates at the annual HOD meeting in the Spring.
  - a. This budget is for the period which begins September 1 and ends August 31.
2. In January, the chairpersons are asked to review their programs, confer with their committees, and prepare a statement of their needs for the next fiscal year.
  - a. This is also the time that the NJSI House of Delegates club representatives should provide any budget proposals they wish to make.
3. All proposals for the new budget must be submitted to the Treasurer by the February Board of Directors meeting to be considered.
  - a. If a new program is being proposed, full documentation including a statement of why the program should be funded, a detailed breakdown of program cost and the proposed method of funding are required.
  - b. Any current program which requests a significant change in funding must present full documentation including a statement of why the program should be funded, a detailed breakdown of program cost and the proposed method of funding is required.
4. The Treasurer constructs the proposed annual budget for presentation to the Board of Directors based upon a review of actual operating expenses and program adjustments proposed by the Division chairman, Board members and House of Delegate club representatives.
  - a. The proposed budget is presented to the Board members for their review. Except for emergency items, no new proposals are accepted once the proposed budget is presented to the Board for their review.
  - b. At their April meeting, the Board of Directors formally adopts a recommended budget to be presented to the House of Delegates for approval at their Spring HOD.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number