

SUBJECT: BUDGETING PROCEDURE		
Reviewed by: Finance Subcommittee Revised by:	Effective: 3/19/12	
	Reviewed: 03/05/12	Revised: 3/13/12
Approved by: HITE-CT Board of Directors	Page 1 of 1	
Related to Core Policy:		

OVERVIEW:

The following procedure is used for completion of budgets for the annual operations budget, state and local funding, and such other budgets as may become necessary.

PROCEDURE:1. Development and Approval

No later than sixty (60) days prior to the close of each fiscal year, the Chief Executive Officer (CEO) shall cause to be prepared a proposed Annual Operating Budget for the forthcoming fiscal year. The CEO will review the proposed Annual Operating Budget with the Finance Subcommittee prior to submitting it the Board of Directors for approval.

The proposed Annual Operating Budget shall be considered by the Board prior the close of the then current fiscal year, modified if deemed necessary, and adopted to be effective beginning the first day of the forthcoming fiscal year.

The following basic elements are required by reporting unit:

❖ Operations Budget

Any expenditure that exceeds the amount annually budgeted for a specific line item in the Annual Operating Budget by an amount greater than ten thousand dollars (\$10,000) shall require the approval of the Board.

❖ Capital Budget

Any Capital expenditure in excess of \$5,000 not included on the approved capital budget must be approved by the Board of Directors.

Budgets for state, local, and other funding sources will be prepared in accordance with the respective requirements of the requesting agency.

Any expenditure that exceeds the amount annually budgeted for a specific line item in the Annual Operating Budget by an amount greater than ten thousand dollars (\$10,000) shall require the approval of the Board.

2. Monitoring of Budget Plan Implementation

Monthly profit and loss financial statements are presented to the Board of Directors. The P & L statements include year-to-date revenue and expenditures. Explanation of budget to actual variances will be reviewed at least semi-annually and more often as needed.