

Oregon Dental Hygienists' Association

Policy: **02-01 Budget**

Program: **Financial- 02**

Effective date: 7-21-2018

Last revised date: 7.21.18

Purpose: The purpose of the budget is to properly forecast for revenue and expenses, control spending, and allow the association to carry out its mission in a financially prudent manner.

Policy:

- Budget creation is the primary responsibility of the Finance Committee.
- The Treasurer is responsible to work with the Finance Committee to prepare and submit a proposed budget to the BOD for adoption no later than the first Board meeting of the calendar year.
- Upon adoption, a summary of ODHA financials will be available for member access.
- The ODHA Treasurer shall only allow the disbursement of allocated funds as approved by the BOD per the ODHA Budget.
- The budget is a management tool, and during the year modifications to the budget may be made with majority BOD approval, if the total budget has not been exceeded for the year and the modifications follow the mission and goals of ODHA.

Procedures:

- The members of the finance committee will meet to develop the proposed budget.
- The Treasurer will present the draft budget and discuss items with the board at the last board meeting of the year.
- The board may choose to finalize the budget at the last board meeting of the year or send it back to the Finance Committee with considerations.
- If the budget is not finalized at the last board meeting of the year, the board will continue following the previously approved budget.
- The Finance Committee will discuss the considerations of the board and make modifications as necessary.

- The updated draft will be presented to the board at the first board meeting of the year, at which time the board must discuss, amend if necessary, and finalize the budget for the year.
- The finalized budget will be shared with the Finance committee.