

Capricorn Citizen Advocacy

BUDGET POLICY

Policy number:	1.3.1	Approved by Management Committee:	4 th April 2017
Version:	1.0	Signed off by Executive:	4 th April 2017
Responsible person:	Treasurer	Scheduled Review Date:	4 th April 2020

Purpose

This policy explains how Capricorn Citizen Advocacy will develop and monitor an annual budget each financial year.

Policy

Proposed Budget

The projected budget for Capricorn Citizen Advocacy for each financial year is to be prepared and presented at the first Management Committee Meeting in July each year.

Budget Updates and Reviews

Budget updates are presented at each Management Committee Meeting throughout the year and reviews will be conducted twice per year in October and April to make any adjustments deemed necessary. The dates for the budget reviews will be included in the Annual Plan.

Financial Commitments

Provisions for all financial commitments are to be planned and recorded. These include but are not limited to staff entitlements such as annual leave and long service leave; asset and motor vehicle replacement; CAPE and CAPE Response; citizen advocacy conferences; lease renewal; management committee and staff recruitment. See [1 3 2 Financial Commitments Policy](#).

Financial Reports

Records of all financial transactions are maintained in an electronic accounting system. Financial reports are presented to general committee meetings and to the Annual General Meeting.

These reports are; Balance Sheet, Profit and Loss Statement & Budget update, Cash Flow Report and Cheque Register.

Audited financial statements for each complete financial year are to be presented in the relevant Annual Report at the Annual General Meeting.

Related Documents

Policy 1 3 2 Financial Commitments Policy 2017

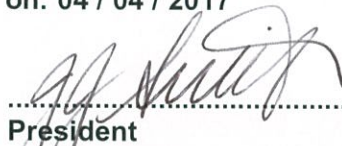
References

Not Applicable


Ratification

This policy was adopted by Capricorn Citizen Advocacy's Management Committee at its meeting held on: 04 / 04 / 2017

SIGNED:


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President

SIGNED:


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Secretary

4 / 4 / 17
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(Date)

6 / 4 / 17
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(Date)