

SPECIALIZED CLINICAL DEVELOPMENTAL
SERVICES NETWORK



FINANCE POLICY

Section: Banking & Financial Management	Policy Number: 2.13
Policy: Annual Budget	Approved Date: 25-Mar-2025
	Last Revised Date:
Attachment(s):	Last Revision Approved Date:

Introduction

The fiscal year for SCDSN is April 1st to March 31st. An annual budget helps mitigate risk and aid in planning activities.

Policy

The Treasurer, assisted by the Finance Committee is responsible for developing and maintaining an annual budget for the SCDSN.

Procedure

After the January Board meeting

1. The treasurer will meet with other Board members as needed to discuss the financial needs and implications of current and planned network activities (conference, membership etc.)
2. The treasurer will compare the existing budget and actual financial activities to date to recommend changes for the new budget.
3. The treasurer will create a balanced or positive budget

Budget approval

1. The Finance Committee will meet in April and present a recommended budget for the new fiscal year for Board approval at the June Board meeting.

Maintenance

1. The treasurer will review the progress of the budget regularly and report to the Board quarterly
2. The treasurer will notify the Board of any significant changes to budgeted amounts and any

significant unbudgeted expenses.

Reference: *See policy 2.13.1 unbudgeted expenses*