



TITLE:	ESTABLISHING ANNUAL & FIVE-YEAR BUDGET	Policy No:	4.11
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1. POLICY OBJECTIVE:

- 1.1. The BOABC's finances shall be managed in accordance with the BOABC's bylaws, policies, and in accordance with the Canadian Generally Accepted Accounting Principles and Canadian Accounting Standards for not-for-profit organizations (ASNPO), with full disclosure to and oversight by Executive Committee.
- 1.2. The BOABC's annual operating budget shall enable the Executive Committee to fulfill its mandate, reflect BOABC's strategic priorities, and protect the organization from foreseeable financial risks.
- 1.3. To ensure the Vice Presidents and Committee Chairs are afforded opportunities to provide input into establishing the budgets and are accountable to meet the objectives of BOABC.

2. POLICY JUSTIFICATION:

- 2.1. To establish robust, accountable, and responsible framework around the financial management of BOABC.

3. POLICY

- 3.1. The Treasurer and the Executive Director have the primary responsibility to produce annual and five-year budget.
- 3.2. In producing the budget, the Executive Director shall take direction from the Treasurer.
- 3.3. The Treasurer is to prepare the accounts in a manner that provides an accurate account of all revenues and expenditures for line items.
- 3.4. The Vice President and the Committee Chairs to submit the budget request form (Appendix A)- BOABC Budget Request Form) to the Treasurer and Executive Director by no later than September 30. The Executive Director to work with all VPs and Committee Chairs in establishing the committee budgets.
- 3.5. Based on the input from VPs and Committee Chairs, and the operating needs of BOABC, the Executive Director and Treasurer to incorporate the requests into the annual budget and adjust five-year budget accordingly.
- 3.6. The Budget Review Committee (Treasurer, President, Executive Director, Director at Large, Ministry Appointee, Two Zone Directors) shall review the budget and provide written recommendations to the Executive Committee.
- 3.7. The annual and five-year budget must be approved by the Executive Committee before the fiscal year end of March 31.
- 3.8. The annual and five-year budgets approved by the Executive Committee to be presented for information, at the annual general meeting.

End of the Policy

Date Approved:	September 23, 2006	Signed: (Secretary)	Frankie victor
Date Revised	April 21, 2020	Signed: (Secretary)	



boabc

Promoting Building Safety and Professionalism



APPENDIX A – BOABC BUDGET REQUEST FORM

Budget Year Year.

Committee Name:

Committee Name.

VP or Committee Chair Name

First.

last

	P Year	C Year	Change %	Strategic Priority Justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification
Activity	\$0.00	\$0.00	0%	your justification

Total	\$0.00	\$0.00
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