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ALLIANCE OF ROUGE COMMUNITIES

PROCEDURE FOR ANNUAL BUDGET PREPARATION AND REQUEST FOR BUDGET AMENDMENT

The following procedure should be utilized to prepare the Alliance of Rouge Communities (ARC) annual budget requests and budget amendment requests of the annual budget of the ARC. This procedure was developed by the Finance Committee of the Alliance of Rouge Communities.

- Changes to the annual budget for the Alliance of Rouge Communities (ARC) (including allocations of the contingency funds) must be reviewed by the ARC Finance Committee prior to implementation.
- Budget amendment requests must be submitted from the proper committee or Officer of the ARC to the ARC Treasurer. Such requests must be submitted in writing a minimum two weeks prior to an Executive Committee meeting. According to the Bylaws, the Executive Committee will meet at least five times a year.
- Budget amendment requests must follow the format shown in Attachment A. The following information must be included in the request: Request Date, Description of Item, Committee Making Requests, Background, Action Requested, Budget, and Person/Agency Responsible for Implementation.
- Prior to the last Executive Committee of the year, the Finance Committee will meet to prepare the budget for the next year. The Budget Preparation Schedule (see Attachment B) will be followed. Committees should use the same process for the annual budget preparation as they do with budget amendments. Requests must follow the format shown in Attachment C.
- The Finance Committee will review the request and will make a recommendation to the ARC Executive Committee.

Adopted by the ARC Finance Committee: June 7, 2010

Adopted by the Alliance of Rouge Communities on September 9, 2010



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**ALLIANCE OF ROUGE COMMUNITIES
FINANCE COMMITTEE**

**Attachment A
REQUEST FOR AMENDMENT
Year _____ BUDGET**

REQUEST DATE:

LINE ITEM:

COMMITTEE MAKING REQUEST:

BACKGROUND:

DESCRIPTION OF ANTICIPATED ACTIVITIES:

RATIONALE (including why needed):

BUDGET (including how the requested amount was established):

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION:

Attachment B
Year _____ ARC Budget Preparation Schedule

- | | |
|----------|--|
| 6/7/10 | Finance Committee to approve Budget Schedule |
| 6/11/10 | Treasurer to distribute Budget Schedule |
| 6/29/10 | Executive Committee review Budget Schedule/consider no change to dues |
| 7/1/10 | Treasurer to send out letter to ECT requesting cost proposal for Executive Director Services to the Finance Committee by 9/13/10 |
| 7/1/10 | Treasurer to send out letter to ARC Committees requesting budget submittals to the Finance Committee by 9/13/10 |
| 9/13/10 | Receive cost proposal from ECT and distribute to Executive Committee |
| 9/13/10 | Finance Committee to receive budget proposals from ARC Committees |
| 9/21/10 | Finance Committee meeting to receive draft budget information |
| 10/7/10 | Finance Committee meeting to finalize budget proposals and formulate recommendation to the Executive Committee |
| 10/14/10 | Executive Committee meeting to review the proposed budget |
| 10/26/10 | Full Alliance Meeting to adopt the 2011 ARC budget |



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**Attachment C
Year _____ BUDGET RECOMMENDATION**

REQUEST DATE:

LINE ITEM:

COMMITTEE MAKING REQUEST:

BACKGROUND:

DESCRIPTION OF ANTICIPATED ACTIVITIES:

RATIONALE (including why needed):

BUDGET (including how the requested amount was established):

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: