

DISTRICT OF COLUMBIA METROPOLITAN AREA DIETETIC ASSOCIATION BUDGET POLICY

APPROVED JANUARY 9, 2013

RATIONALE FOR POLICY:

Under the direction of the Fiscal Affairs Committee (FAC) and the Board of Directors (BOD), an annual budget for the District of Columbia Metropolitan Area Dietetic Association (DCMADA) will be developed using the procedures outlined below. The budget will be prepared based on the DCMADA Strategic Plan and/or DCMADA Mission Statement.

POLICY AND PROCEDURES:

- 1) Members of the BOD, including the Council on Professional Issues Division Chairs, will submit a *Program of Work and Budget Proposal* to the DCMADA Treasurer by August 1st of each year. The *Program of Work and Budget Proposal* should detail objectives and goals of projects, and projected revenue and expenses of proposed activities. When planning events or programs, it is strongly advised that revenue exceed or be equal to expenses.
- 2) When planning new projects, estimated expenses and revenues for the current fiscal year will be forecasted and included in the budget request. If the proposed project spans multiple years, an estimate for each subsequent year of the project will be included in the budget request.
- 3) DCMADA's budget will be prepared under the direction of the Treasurer and reviewed, as appropriate, by the FAC.
- 4) The Treasurer or FAC will consider the *Program of Work and Budget Proposals* and recommend the budget for approval to the BOD. BOD approval is required before the budget can be implemented.
- 5) All budgets will be prepared on a zero based budgeting system, where every line of the budget must be approved, rather than only changes, with sufficient detail to identify revenue and expenditures by program and project in accordance with the DCMADA Uniform Chart of Accounts. During the budget review process, no reference is made to the previous level of expenditure or revenue. True to zero-based budgeting, the budget request must be re-evaluated thoroughly, starting from the zero-base.
- 6) Prior to the BOD's budget approval for the current fiscal year, the FAC must approve the addition or removal of lines of accounting on the Uniform Chart of Accounts before such actions are taken; accounting codes added to the Uniform Chart of Accounts must be numbered sequentially.
- 7) Once the BOD approves the budget, the Treasurer is responsible for monitoring the performance of DCMADA's financial activities. The Treasurer is responsible for preparing

monthly Treasurer's Reports to be shared with the FAC and the BOD, and to distribute at the BOD meetings.

- 8) The FAC will review the financial performance, on a quarterly basis, or as needed, and recommend adjustments where applicable. The Cash Flow and Reconciliation spreadsheets can be used as references for review and discussion.
- 9) Proposals for budget revisions must be presented to the FAC, and budget revisions must be approved by the Executive Committee by a majority vote or consensus.
 - a. Unbudgeted funding requests that must be forwarded to the Board of Directors should be done solely by the FAC with their recommendation(s).
 - b. New project codes and accounting lines on the DCMADA Uniform Chart of Accounts can be added by the Treasurer only upon approval of the budget revision by the Executive Committee.