



Northern Division

THE PURPOSE OF THE BUDGET COMMITTEE SHALL BE TO:

1. ASSIST IN THE DEVELOPMENT, MAINTENANCE AND IMPLEMENTATION OF ASSOCIATION FINANCIAL POLICIES AND PROCEDURES.
2. ASSIST THE TREASURER IN PREPARING AND PRESENTING A PROPOSED FISCAL BUDGET TO THE GENERAL MEMBERSHIP.
3. MAKE RECOMMENDATIONS TO THE EXECUTIVE BOARD AND THE MEMBERSHIP TO ASSURE APPROPRIATE USE OF ASSOCIATION ASSETS, INCLUDING ACCURATE, UNIFORM AND PROPER RECORDING OF BUDGETARY TRANSACTIONS.
4. SUPERVISE THE BI-ANNUAL FINANCIAL REVIEW OF THE ASSOCIATION'S FINANCIAL RECORDS.
5. ASSIST IN THE FINANCIAL PROCEEDINGS OF THE ANNUAL CONFERENCE.

THIS COMMITTEE SHALL ACCOMPLISH THESE GOALS BY:

1. Developing and maintaining uniform procedure for expense reimbursements.
2. Assisting the Treasurer with the Annual Budget by:
 - A. Contacting each Executive Board member and Committee Coordinator to obtain budgets for their areas of responsibility.
 - B. Ensuring descriptions of budget items are included.
3. Making recommendations for the handling of unexpected, excessive or unusual expense reimbursements relative to the current year's approved budget.
4. Developing and carrying out procedures for the bi-annual financial review of the Association's records and reporting the results of the bi-annual financial review to the Executive Board and the General Membership.
5. Periodically providing an analysis of the total dues paid by members relative to the total expense required for delivery of the member services provided by the Association.
6. Making recommendations relative to the membership dues to the Executive Board.
7. Making recommendations for the use of surplus funds for investment opportunities, charitable sponsorship or the purchase of assets to the Executive Board and the General Membership.
8. Acting as Conference Treasurer when division hosts the Annual Conference, working directly with the Conference Coordinator to set up and maintain the Conference Budget and maintaining an account for expenditures and revenues associated with the Annual AFSS Conference when hosted by the Northern Division.



Northern Division

- A. An AFSS Northern Division Conference Checking Account shall be maintained as a sub-account of the AFSS checking account.¹
- B. The Treasurer shall prepare documents as needed for updating this account with the names of the Conference Coordinator and Budget Committee Coordinator.
- C. The bank statements for the account activity shall be sent to the Budget Committee Coordinator.
- D. All checks shall require two signatures. The primary signatories for the conference checking account shall be the Conference Coordinator and the Budget Coordinator. The First Vice-President (as liaison to the Conference Committee) will be the third signatory, and shall sign if one of the two primary signatories is not available.
- E. The Conference Coordinator and the Budget Coordinator shall work together to develop a working budget for the Annual Conference. Updates shall be provided to the Executive Board and the General Membership as needed.
- F. Upon receipt of conference registration funds, the Conference Coordinator will forward said funds to the Budget Coordinator, in a timely manner, to be deposited into the AFSS Northern Division Conference Checking Account.
- G. A final budget report shall be provided after the conclusion of the conference, once all expenses have been paid.