Budgeting Process Policy

National Catholic Committee on Scouting

Purpose

This policy establishes the budgeting process for the National Catholic Committee on Scouting (NCCS). It aims to ensure responsible financial planning, transparency, and alignment with the NCCS mission and strategic objectives.

Scope

This policy applies to all NCCS programs, committees, and activities requiring financial resources, including annual operations, events, and special projects.

Policy Statement

The NCCS is committed to maintaining sound financial practices through an annual budgeting process that is inclusive, transparent, and accountable. All expenditure must be planned, approved, and monitored according to this process.

Budget Development Process

1. Budget Calendar: The NCCS Operates on a calendar (January 1 – December 31), fiscal year.
2. Each fiscal year, the Finance Vice Chair will publish a budget calendar that specifies key deadlines for budget submission, review, approval, and implementation. Current calendar is as follows:
    - February 15 – request budget needs from Committee Chairs
    - March 5 – review committee budget requests
    - March 15 – complete entries into Quick Books
    - March 22 – review budget with Finance Advisor
    - March 29 – review budget with National Chair and Chaplain
    - April – present to Executive Committee and Executive Board
    - April-October – make necessary changes to budget
    - October – November – Executive Committee approves the budget
3. Committee Submissions:

    - All NCCS committees and program leaders must submit budget requests for the upcoming fiscal year, detailing projected income and expenses, by the date set in the budget calendar.
4. Initial Review:
    - The Vice Chair Finance and Finance Advisor will review all submissions for completeness, accuracy, and alignment with organizational priorities. They may request clarifications or adjustments as needed.
5. Draft Budget Preparation:
    - The Vice Chair Finance will prepare a consolidated draft budget for the entire organization and present the draft budget to the Finance Committee.
6. Executive Committee Review:
    - The draft budget will be presented to the NCCS Executive Board for review and discussion. Amendments may be made based on feedback and organizational needs.
7. Approval:
    - The final budget will be submitted for approval by the NCCS Executive Committee and the NCCS Executive Board at the Annual Catholic Summitt meeting in the Spring for the next fiscal year. Approval requires a majority vote in accordance with NCCS bylaws.
8. Communication:
    - Upon approval, the Vice Chair Finance will distribute the approved budget to all Executive Committee Members and Committee Chairs.
9. Implementation:
    - Committees and program leaders are responsible for adhering to the approved budget when incurring expenses or managing income.

Budget Monitoring

1. The Finance Vice Chair will provide quarterly financial reports to the Executive Committee, highlighting variances between actual and budgeted figures.

Roles and Responsibilities

- Finance Vice Chair: Oversees the budgeting process, prepares draft and final budgets, issues financial reports, and ensures compliance.
- Finance Committee: Reviews budget submissions, monitors financial activity, and recommends adjustments.
- Executive Committee: Reviews and approvals of the preliminary budget.

- Committee Chairs: Submit budget requests, manage allocated funds, and ensure expenditures align with approved budgets.
- Executive Board: Reviews and approves the final budget.

Compliance

All NCCS members and stakeholders are required to comply with this budgeting policy. Non-compliance may result in restrictions on future expenditures or other disciplinary actions.

Review and Revision

This policy will be reviewed tri-annually by the Finance Committee, with recommendations for revisions submitted to the Executive Board for approval.