



AIA
Las Vegas

Adopted: May 24, 2016

Budgeting Policy

Below is a general guideline of the budgeting process for AIA Las Vegas. These recommendations have been developed for clarification for all who have a stake in the budgeting process and the final budget for AIA Las Vegas.

Annual Timeline:

- July 1 - Invite committees/program chairs to provide program/budget requests for coming year.
- August 1 – First Draft of Budget
- By August 15 - Finance Committee to review First Draft and make any recommendations
- By September Board Meeting - Budget draft presented to board for Review
- By October 1 - Revisions to the budget completed
- By October 15 -Finance Committee presents final budget to both the outgoing and incoming board members.
- By November 15 - Review budget and approve final budget

General Guidelines:

- Budgeting will be done on a annual basis.
- Budgeting will be done by the Executive Director in conjunction with the President-elect, based on the theme, programs and events planned for the coming year.
- The board can only adopt the current year's budget.
- Board approval is required for new budget items or anticipated significant changes in income or expense on approved budget items.