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 an 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.