



SECTION BUDGET POLICIES & PROCEDURES

The MSBA's fiscal year is October 1 – September 30, and all budgets are based on the fiscal year. Fiscal year dues for each section membership are \$20. These dues help defray routine Section expenses. Section dues cover the administrative overhead costs associated with supporting Sections. These costs include coordinating registration and staffing of Section events, reporting of CLE credits, layout and design of Section brochures and publications, conference calling fees, electronic communications and marketing of Section meetings and events. Administrative expenses do not need to be included in your section's annual budget proposal.

Section budgets are developed by the section leadership annually in April or May. **These budgets must be submitted to the executive director in July for consideration by the Finance Committee.** You will receive communication from the MSBA staff in the spring as a reminder to submit your budget. Budgets are to be produced using the zero-based budget method. ZBB is a method of budgeting in which all expenses must be justified for each new period. A zero-based budgeting start from a "zero base" and every function within an organization is analyzed for its needs and costs. For instance, if you spend \$2,000 on an event, you must bring in \$2,000 of revenue to cover the cost of the event. The MSBA Finance Committee will consider unanticipated special projects or extraordinary expenses funding during the fiscal year, which were not included in a section's annual budget proposal. Please send a request to the Executive Director for consideration.

Section events (even those offering one (1) hour of CLE credit or less) must be self-supporting, and budgeting must include both projected income and expenses for the event. Income includes sponsorships, registration fees and grants. Expenses include facility costs, plaques, food/refreshments, and speaker fees. A brief description of the scope and goals or activities of the program should be included in the budget proposal.

Section events offering more than one (1) hour of CLE credit must be coordinated and produced through the MSBA CLE Department CLE@mainebar.org. If your section wishes to sponsor a CLE program with more than one (1) hour of CLE credit, please submit proposals to the CLE Director for consideration by the CLE Committee. CLE programs are not funded through section budgets. CLE programs offering more than one (1) hour of CLE credit must be approved by and offered through the CLE Committee.

The Association will not reimburse Section member/leadership for travel expenses, including expenses associated with attendance at national meetings or conferences. The exception to this policy is travel by individuals who have been asked by MSBA leadership to attend national meetings as representatives of the MSBA. Anticipated travel expenses must be included in your annual budget proposal for approval.

We recommend that you schedule at least one section leadership meeting during May or June to discuss the section's budget proposal for the upcoming fiscal year. MSBA staff is always available and willing to assist you!