



PNAVA Policies and Procedures

Budget and Finance Policy

Policy Number: 8.2 Reviewed: 10/2021 Revised: 10/2021 EB Reviewed & Approved: 1/2022 Original Date: 10/1995

PURPOSE

To provide guidelines to propose an operational budget to the Executive Board for approval.

POLICY

- A. The president shall propose an operational based on a strategic plan that supports the short and long-term goals of the association.
- B. Budget & Finance committee shall review the budget proposal. The budget and finance committee shall consist of the president (ex officio), treasurer, auditor and assistant auditor.
- C. The Executive Board shall review and approve the budget.

PROCEDURE

- A. There shall be budget allocations for the following activities.
 - a) Newsletter/Website Committee
 - b) Education/Research Committee
 - c) Scholarships committee
 - d) Recognition and Awards Committee (ad hoc)
 - e) Community Outreach Committee
 - f) Membership Engagement Committee
 - g) Ways and Means Committee
 - h) Sunshine and Bereavement Fund Committee
 - i) PNAA Convention
 - j) PNAA Regional Conference
 - k) Marketing/Communications/Advertising/Promotional
 - l) Donations and charities/Sponsorship
 - m) Administrative Operational Expenses (Office Supplies, Postal Services)
 - n) Constitution and Bylaws Committee
 - o) Policy and Procedure Committee



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- p) Health and Wellness Committee
 - q) Ethics and Human Rights Committee
 - r) Current grant projects/programs as described in strategic plan.
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- B. The president shall seek input from the various committees regarding appropriation & information to formulate a budget.
 - C. The president and budget and finance committee shall review expenses incurred the previous year and shall base realistic appropriation for the next annual budget.
 - D. The president and budget and finance committee shall prepare a spreadsheet containing categories of income and expenses for the previous year showing budget allocations, actual expenses, variances and proposed budget the next fiscal year
 - E. The president shall present the annual budget proposal at the first meeting of the fiscal year for approval by the Executive Board.
 - F. Budget and finance committee is overall responsible for seeing that each committee stays within the allocated budget.
 - G. The budget proposal will be itemized to include all planned expenses to enable the committees to function and accomplish their goals/objectives.
 - H. The Treasurer shall retain a copy of the approved budget to serve as a reference for the all the committees in order to keep the expenditures within the budget.
 - I. The Treasurer's record will be reviewed at least twice a year by the Auditor and be audited yearly by a Certified Public Accountant (CPA).

REFERENCE (S)

ATTACHMENT(S)

1. Revision History



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Attachment 1: Revision History

Original Author: Venus Tomaneng, 1995

President: Venus Tomaneng, 1995

Adopted from PNAA Policy & Procedures

Reviewed: P&P Committee, 2017

President: Hilo Laxa, 2017

Reviewed: 10/2021 P&P Committee

President: 2020-2022 Catherine Paler