

**Bill Reid Foundation Policies**  
**Policy Name: Budgeting 2022.1**  
**Area: Limitations**  
**Date Adopted: October 2016**  
**Reviewed: August 25, 2022**

### **Budgeting**

Budgeting for the Bill Reid Foundation (the “Foundation”) shall not deviate significantly from the Board “Ends” Goals and Priorities, risk fiscal jeopardy nor fail to show a generally accepted level of foresight. The Director and CEO shall not fail:

1. To present a preliminary operating budget for the next fiscal year to the Finance Committee each year by the October meeting , and a viable operating budget for the next fiscal year to the Board of Directors (the “Board”)each year by the November meeting of the Board for approval;
2. To present the budget in a format that conforms to Generally Accepted Accounting Principles and Practices;
3. To present a budget that reflects a commitment to the long-range sustainability of the work of the Foundation;
4. To ensure that budgets will neither jeopardize nor be inconsistent with the Foundation’s mission, long-term goals and strategies;
5. To ensure that revenues and expenditures are not budgeted without reference to past experience and to realistic projections;
6. To ensure that no budget is presented in which expenditures are greater than a combination of revenue and other funds available for use by the Foundation’s operating budget;
7. To ensure that internally/externally restricted funds are not used for purposes other than those specified by the funds’ terms of reference without approval of the Board. (Also, refer to Process Policy: Gift Acceptance);
8. To ensure that budgets will not transfer revenues or expenditures from other funds if the terms of funds disallow such transfers;
9. To ensure that information to the Board provides sufficient detail to enable the Board to assess the viability of the budget, and includes an articulated list of planning assumptions; and
10. To ensure that no forecast shall remain un-amended after it is recognized that it no longer represents the Director and CEO’s (and the Finance Committee Chair) best estimates of revenues and expenditures for the fiscal year (threshold - a minimum 20% variance).