

Bill Reid Foundation
Policy Area: Limitations
Specific: Budgeting

Date Approved: October 2016

Reviewed: August 28, 2018

Budgeting

Budgeting for 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 Board each year by the October meeting of the Board, and a viable operating budget for the next fiscal year to 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 used 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 with approval of 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.
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 To ensure that no forecast shall remain un-amended after it is recognized that it no longer represents the Director and CEO’s (and the Finance Committee Chair) best estimates of revenues and expenditures for the fiscal year (threshold - a minimum 20% variance).