Idaho State University Foundation

Policy V A Budgeting

BUDGET PROCESS AND REVIEW

1. The budget process is designed to provide
   a. A means by which spending limits are set based on expected revenue levels
   b. A system to allow for procedures to compare actual results to the set spending limits
   c. A means for setting priorities and allocating resources to those priorities
   d. A means for comparison of actual financial results to budgeted amounts and analysis of differences from those budgeted amounts

2. Preparation of Budget

   Prior to the spring Board meeting, the Board President, Board Treasurer, Finance Director and other Foundation staff as appropriate shall prepare a budget for the next fiscal year.

3. Approval of Budget

   After preparation of the budget for the next fiscal year, copies of the budget, proposals for cost reductions, and proposals for cost increases shall be sent to the Finance Committee. After the Finance Committee makes revisions, if necessary, and approves the budget, it shall be submitted to the Board at their spring in-person meeting. The Board shall approve or reject the budget. If the budget is rejected, the Board shall direct the Board President and Board Treasurer to amend the budget for changes as directed by the Board.

4. Review of Budget

   Once the budget has been set for the fiscal year, the budget shall be included in the accounting system of the Foundation. As monthly financial statements are prepared, a comparison of actual monthly results of operations to budget figures shall also be prepared. The financial statements and budget variances (with detailed explanations) shall be provided monthly to each Board Member and will be reviewed by the Executive Committee and by the Board at each of their respective meetings. When deemed necessary, the Executive Committee may revise the budget to fund additional services or make allowances for other unbudgeted revenues or expenses. Any changes should be discussed at the next scheduled Finance Committee meeting, as well as, full Board meeting.
Date of Board Approval: October 17, 2008

Person responsible for the periodic review of policy and submitting proposed revisions to the Board for approval: Finance Committee Chair

Date of Last Review