



American Legion Auxiliary

Department of Minnesota
State Veterans Service Building
20 W 12th St. #314 St Paul MN 55155
Telephone 651-224-7634 Fax 651-224-5243
Toll Free 1-888-217-9598
Email – deptoffice@mnala.org
Website - www.mnala.org

Budget Timeline Process

Prepared by: Department Headquarters

Reviewed by: Department Finance Committee

Date approved: April 6, 2016

Approved by: Department Executive Committee

- April 1 List of appointees must be received by Department Executive Director for budget letters.
- April 10 Incoming committee chairmen receive proposed budget instructions and timeline with their welcome letters.
- 3rd Monday & Tuesday in April Department Treasurer and finance committee representative will be available by telephone for incoming chairman to familiarize them with the proposed budget process timeline and assist with questions and any issues. Incoming committee chairmen review prior years' budget included in previous mailing.
- May 1st Budget request drafts due in Department office and will be compiled by the Department Treasurer with proposed line item committee requests.
- May 1st The Department Executive Director will project costs for any new equipment, enhanced programs, or special project needs. The Director will also compile a budget for the general operating expenses, including payroll.
- May 15th Finance committee review proposed draft budget worksheets and consult with the Department Executive Director to obtain further written clarification and revised budget proposals as necessary.
- June 1 – June 9 Finance Committee members contact the incoming committee chairmen and/or Department Director (copying the Department Treasurer) with any additional questions they may have for each of the budget proposals.
- June 10 Unresolved questions or concerns by a Finance Committee member are to be provided in writing to the Department Director for further consideration.

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<u>Last week in June</u>	Finance Committee Meeting: Finance Committee members come prepared to share knowledge. The Finance Committee members review proposed draft budgets suggesting revisions as necessary based on knowledge of overall mission, annual goals, and priorities established. Any remaining unresolved questions will be resolved. Finance Committee approves FY proposed draft budgets subject to any agreed upon required revisions. Finance Committee drafts FY Annual Budget Narrative.
<u>July convention</u>	Revised FY proposed draft budgets are approved by the Finance Committee for recommendation and presented to the joint DEC for their review.
<u>August Workshop</u>	The FY proposed draft budget packet is sent to FY DECs for their approval.
<u>September 1st</u>	Adopted FY budget distributed to chairmen and Department Director.