

# Budgeting & Planning Framework

Adopted: TBD

## Preamble

The RGSU Budgeting & Planning Framework exists to ensure that an annual budgeting cycle is adhered to amongst transition of executive committee, board of directors and operational staff. The framework indicates the annual cycle and steps to adopting and revising a budget.

## Terminology

**Preliminary Budget:** The Preliminary Budget is the budget recommended by the outgoing Vice-President Operations, incoming Vice-President Operations and General Manager of the RGSU to be approved at the first board of directors meeting of the fiscal year.

**Operating Budget:** The Operating Budget is the first RGSU budget that has been adopted by the board of directors after recommendation from the Finance Committee.

**Revised Budget:** The Revised Budget is any budget that is amended by the board of directors after the Operating Budget has been approved. There can be various revisions to the Operating Budget and should be dated accordingly.

**Finance Committee:** The RGSU Finance Committee is a standing committee of RGSU.

## Budgeting & Planning Cycle (Fiscal Year May 1 – April 31)

The process by which the RGSU creates its budget each year is as follows:

### Step 1 – Review of the Budgeting and Planning Framework and Adoption of Preliminary Budget

Decision-Making Body: Board of Directors

Estimated Timeline: First week of May

The board of directors will be advised of the Budgeting & Planning Framework before voting on the Preliminary Budget. The Preliminary Budget will be presented to the board of directors for approval. The board of directors (and Full-time staff) will be advised of Budget & Planning Cycle important dates by the Vice-President Operations.

### Step 2 – Invitation to Proposals

Decision-Making Body: Executive Committee, Board of Directors, Full-time Staff, Committees

Estimated Timeline: May to mid-July

The Vice-President Operations will invite the executive committee, the board of directors, full-time staff and committees to make recommendations for the RGSU Operating Budget. Budget proposals shall be submitted to the Vice-President Operations and General Manager. The Vice-President Operations shall make a template budget proposal that must be adhered to.

### Step 3 – Review of Proposals and Recommendation of Operating Budget

Decision-Making Body: Finance Committee

Estimated Timeline: Late July

The Finance Committee will review all proposals from the executive committee, the board of directors, full-time staff and committees to consider incorporation into the RGSU Operating Budget. Original proposals shall be made available to the board of directors at the discretion of the Finance Committee. To ensure fair process, Finance Committee members should recuse themselves from votes on proposals that they have submitted themselves. However, notwithstanding conflicts of interest, Finance Committee members are able to vote on the recommendation of the Operating Budget as a whole.

### Step 4 – Adoption of Operating Budget

Decision-Making Body: Board of Directors

Estimated Timeline: August

The board of directors shall adopt an Operating Budget based on recommendations from the Finance Committee.

### Step 5 – Review of Operating Budget & Membership Fees

Decision-Making Body: Finance Committee

Estimated Timeline: Late September

The Finance Committee will review student fees and year-to-date actuals to recommend a Revised Budget (Fall) to the board of directors.

### Step 6 – Revised Budget (Fall)

Decision-Making Body: Board of Directors

Estimated Timeline: October

The board of directors shall adopt a Revised Budget (Fall) based on recommendations from the Finance Committee.

## Step 7 – Review of Operating Budget & Membership Fees

Decision-Making Body: Finance Committee

Estimated Timeline: Late January

The Finance Committee will review student fees and year-to-date actuals to recommend a Revised Budget (Winter) to the board of directors. The Finance Committee shall take into account recommendations from the RGSU auditors.

## Step 8 – Revised Budget (Winter)

Decision-Making Body: Board of Directors

Estimated Timeline: February

The board of directors shall adopt a Revised Budget (Winter) based on recommendations from the Finance Committee.

## Step 9 – Executive Transition and Preliminary Budget Discussion

Decision-Making Body: Outgoing and Incoming Vice-President Operations and General Manager

Estimated Timeline: March

The outgoing and incoming Vice-President Operations shall meet with the General Manager to review the Budgeting & Planning Framework, the current revised budget and projections for the upcoming fiscal year. Both the outgoing and incoming Vice-President Operations can make recommendations to the General Manager to incorporate revised numbers into the Draft Preliminary Budget. Should a scheduling conflict emerge where a meeting cannot occur, the Executive Director shall accommodate second meetings and send notes to each party.

## Step 10 – Draft Preliminary Budget

Decision-Making Body: General Manager

Estimated Timeline: April

The Draft Preliminary Budget will be finalized by the General Manager for approval at the first board of directors meeting for the fiscal year. The Preliminary Budget will be prepared with the intention for the incoming board of directors to revise and incorporate the direction of the incoming board of directors.

## **Monthly Budget Oversight**

The Vice-President Operations will be responsible to work with the General Manager to prepare monthly financial updates to the board of directors.