

APPENDIX 17-B

PROCEDURES FOR DEVELOPMENT OF THE FDLC BUDGET

1. The budget is prepared by the Treasurer with the assistance of the National Office.
2. The Bookkeeper who is responsible for finances and has available the needed information collaborates with the Treasurer in preparation of the budget.
3. Once the budget has been prepared it is submitted to the Executive Director for his observations and recommendations.
4. These observations and recommendations are considered by the Treasurer and discussed with the Executive Director. If differing views exist on certain areas some effort should be made to reach agreement. If the differing views cannot be readily resolved, line items involved should be highlighted and an addendum to the budget indicating the two positions on each of these items should be briefly outlined. It is important to note that such differences should not be viewed as undesirable. It is to the advantage of the Executive Committee and the Board to have more than one point of view, particularly on matters of substantial importance.
5. The Treasurer presents the final version of the recommended budget to the Executive Committee. It is desirable that both the Executive Director and Office Assistant be present for this discussion.
6. The Executive Committee after discussion and—if necessary—amendment, approves the version of the budget to be presented to the Board of Directors.
7. The Board of Directors reviews, discusses, amends if necessary, and ultimately is responsible for adopting the budget for the Federation.

PREMISES FOR ONGOING DEVELOPMENT

1. 80% of the EXPENSES for "Federation Items" will be met by the INCOME for "Federation Items. "
2. One of the expenses of publications will be the services rendered by the National Office in preparing the material for publication.

3. The INCOME and EXPENSES of "Publication Items" will yield a profit so as to provide--
 - A. for 20% of EXPENSES for "Federation Items";
 - B. for a contingency fund to assure adequate cash flow throughout the budget year;
 - C. for a research and development fund for future publications.

DISCRETIONARY POWERS OF THE EXECUTIVE SECRETARY
OF THE NATIONAL OFFICE
TO AMEND THE APPROVED BUDGET

The Executive Director of the National Office of the FDLC may exceed line-items in the operating budget as it becomes necessary, with the following conditions:

1. No amendment to the budget shall exceed 15% of the approved line-item or \$2000, whichever is less. Should it exceed these limits, it must receive the approval of the Executive Committee after it has been informed in writing.
2. All amendments shall be communicated to the Board Treasurer as soon as they occur and to the Executive Committee at its next meeting.
3. Should a number of amendments accumulate to a level in excess of \$5000, the Executive Committee must then be consulted, as stated in #1 above.
4. These guidelines begin anew each time the budget is officially adjusted.