



TEXINS ASSOCIATION CLUBS

POLICIES AND PROCEDURES

Title: **BUDGET AND PLANNING PROCEDURE**
Approval: **TEXINS ASSOC. CLUBS BOD**
Form No.: **Forms # 1 thru # 5**

Origin Date: 06-09-03
Approval Date: 08-07-03
Revised Date: 9-8-04

POLICY:

The purpose of the budget and planning policy of the Texins Association Clubs is to provide responsibility guidance to all of the clubs under the Texins Association Clubs membership.

PROCEDURES:

In the month of September of each year, the Association will forward a memorandum with forms to all the Club Presidents and Club Treasurers requesting completion of the forms and explaining in the memo how each form is to be completed.

Each club will prepare and submit these forms to the Texins Association Clubs Accounting Service in October of each year. The format and information required on these forms will be as follows:

Form # 1: This form will project membership figures broken down into individual members and for the end of the year and for the end of the following year.

This form will also indicate the current year dues structures and proposed individual member dues structures for the following year.

Form # 2: This form will indicate the full current year Budget which was planned the previous year together with the Actual Income and Expenses by Category up to August 31 of the current year

The additional information on the form will also include the forecast for the remainder of the months of September to December, and the totals of the actual up to August plus the forecast figures of September to December.

Form # 3: The proposed Budget - by Category and month for the following full year will be indicated on this form.

Form # 4: This form will indicate request for Grant funding with identified expenditure priority-ranked. These expenditures will be those which are above and beyond the normal yearly expenses. The form will also indicate the Improvement Plan for the following 5 years.

Form # 5: The Planned or possible special events including any Texins Association Clubs involvement will be indicated in the form including the days and months of all the events. This form will be used as guidance by the Texins Association Clubs Board of Directors to plan publicity for the Clubs.



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The Board of Directors will hold meetings in the months of October and November when each Club's budget and proposal will be reviewed on an individual basis. Representatives of the larger clubs are invited to present their proposals and budget before the committee on a selected basis.

The process by the Board of Directors will include the approval of financial support to the Clubs. Generally, Clubs are expected to be self-sustaining through membership dues and other activities. However, the degree of financial support will be based on the availability of funds and the relative need and benefit to the club members. The Grant funding may be in the form of loans with interest or as an outright grant from the Association.

After reviewing and processing all of the Clubs Budgets and Plans the Board of Directors will develop the Plan for the following year by the end of the month of November.

Following approval of the Board, the Texins Bookkeeper will communicate to each Club their approved Budgets. The communication will also indicate the Grant budgeted amounts.

Approved By the Texins Association Board of Directors

Dated this _____ day of _____ 2004

President

Vice President

Secretary

Treasurer

Other