

SRA Annual Budget

The Treasurer, in conjunction with the SRA Executive Secretary, develops an annual budget for approval by Council at its December meeting. All SRA members can view the current [SRA Budget](#). The SRA is in full compliance with all IRS guidelines and performs annual external audits.

SRA Annual Budget Requests - for Committee Chairs ONLY

All SRA Committee Chairs are required to submit an **Annual Budget Request Form** following the **Annual Budget Form Directions** ([available here](#)) by the second Monday in October so that these requests can be considered in discussion of the proposed budget by the Finance Committee and that the Council will approve the following December. The money that the Society spends should be of value to its members and help the Society to advance its goals and achieve its stated objectives. In general, the more information you can provide, the better the Finance Committee and Council will be able to justify items in the recommended budget. Your budget request should (1) provide a sufficiently detailed explanation of the proposed expenditure so that the Finance Committee and Council understand what the money will be spent for and (2) give a well-reasoned justification for the expenditure. Where appropriate, this should include alternatives considered and why they were rejected. To ensure continuity of the activities of SRA standing committees, **current committee chairs are responsible for submitting budget requests for their committees for the following fiscal year**, even if they will no longer chair the committee after the December Council meeting. If a committee Chair does not submit an Annual Budget Request Form by the specified deadline, the Treasurer in consultation with the Finance Committee will either maintain the standing budget items or recommend allocation of a minimal amount of funds (e.g., to cover phone expenses) for that committee in the draft annual budget for discussion by the Council at the December meeting. Forms submitted late may also be considered during the following review and approval of the SRA annual budget (e.g., during a subsequent Council meeting). Disbursement of funds for approved activities will need to be requested as General Reimbursements.

Annual Budget Form Directions

1. Fill in the information requested in the yellow box and in the table. Boxes in the table will expand as necessary.
2. Boxes with red triangles have comments providing information and guidance. Move the cursor over a box to read the comment.
3. Use the drop down box to select the unit that is submitting the request. (The drop down box itself will not appear on a printout of the form. The form is protected with a password and only allows you to enter information in the necessary locations.)
4. Use the tab button to move from one field to the next.
5. Additional comments can be added at the bottom.

Notes

- If a committee Chair does not submit an Annual Budget Request Form by the specified deadline, the Treasurer in consultation with the Finance Committee will either maintain the standing budget items or recommend allocation of a minimal amount of funds (e.g., to cover phone expenses) for that committee in the draft annual budget for discussion by the Council at the December meeting. Items on the form should be ordered in accordance with their priority in your program.
- For complex budgets please submit additional pages or spreadsheets; however, please use the Annual [Budget Request Form](#) as a cover summary sheet.
- The budget unit may only spend money on items approved by the Council. Therefore, please recognize that itemizing minutiae results in a less flexible budget. For example, if you itemize pens, paper, and paperclips; the purchase of staples, scissors and stamps would not be authorized. A line item of office supplies would allow greater flexibility. (This example is meant to be illustrative and does not represent the actual level of hair-splitting.) Do not, however, generalize to the point of ambiguity. The Treasurer may approve line item changes within a budget unit up to \$300.
- All expenses for new programs, or for major expansions of existing programs, are to be explained and justified in sufficient detail to be discussed by the Finance Committee and presented to the Council for approval. The Treasurer may suggest that such activities should be considered first for funding out of the [New Initiatives Fund](#).
- If projected expenses for new programs, or major expansions of existing programs, will extend into, or originate in, subsequent fiscal years, please include an estimate of such expenses in the space provided for long range expenses at the bottom of the form. Any request that commits funds in future years must explain the nature of the commitment.
- All anticipated travel expenses are to be specifically itemized and fully justified. Please read the SRA policies regarding [travel reimbursement requests](#).

Separate mailings conducted by the Society on your behalf to the membership are to be budgeted at prevailing rates for incurred for bulk postage, mailing house services, foreign postage (if necessary) and envelopes. Quotes for handling large mailings may be obtained by contacting the Secretariat.

Disbursement of funds for approved activities will need to be requested as [General Reimbursements](#).