



# Interagency Committee of State Employed Women (ICSEW) Procedure

Procedure: 230.1

Procedure Name: Budget Development and Tracking

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## **PROCEDURE** **ANNUAL BUDGET**

- The treasurer shall develop an annual budget document based on information provided in the previous fiscal year's ICSEW Budget Cash Flow workbook.
  - The budget document shall include the following:
    - Reconciled beginning cash balance
    - Estimated expenditures
    - Estimated revenue and expenses for a net profit for each committee event
    - Estimated ending cash balance
  - The budget shall be reviewed and approved by the ICSEW Chair annually.

## **STATUS REPORT**

- The treasurer shall maintain a current balanced budget and report the status at each board and general membership meeting. The balanced budget shall include a list of items approved for purchase, but not accounted for.

## **ANNUAL REPORT**

- The treasurer shall prepare and submit an annual report detailing the committee's revenues and expenditures for inclusion in the committee's annual report to the Governor.
- This report shall be made available to the ICSEW Chair by July 20, annually.

## **RELEVANT LAWS/RESOURCES**

ICSEW Budget Cash Flow (Location: ICSEW SharePoint, Executive Board, Treasurer Folder)

Revised Date:

5/1/2017

Board Approved:

Committee Approved: