## Budgeting Procedure Template

**1. Purpose**

To provide clear steps for preparing, reviewing, approving, and monitoring the annual budget of [ORGANIZATION NAME].

**2. Procedure**

**Step 1: Initial Planning**

* **Timeline**: Begin budget discussions by [INSERT DATE].
* **Stakeholders**: The Executive Director meets with Department Heads to outline strategic priorities and funding needs.

**Step 2: Departmental Input**

* **Templates**: Provide budget templates to each department by [INSERT DATE].
* **Forecast Submission**: Department Heads submit completed templates, including revenue and expense forecasts, by [INSERT DATE].

**Step 3: Consolidation and Drafting**

* **Finance Team**: Compiles department submissions and prepares a draft budget.
* **First Review**: Executive Director reviews the draft for alignment with organizational goals by [INSERT DATE].

**Step 4: Review and Revision**

* **Finance Committee**: Reviews the draft budget for feasibility and strategic alignment by [INSERT DATE].
* **Revisions**: Address Finance Committee feedback and finalize the draft.

**Step 5: Board Approval**

* **Submission**: Present the revised budget to the Board of Directors by [INSERT DATE].
* **Approval**: Board approves the budget by [INSERT DATE].

**Step 6: Implementation and Monitoring**

* **Communication**: Distribute approved budgets to all relevant stakeholders.
* **Monthly Monitoring**: Finance Team prepares monthly variance reports for review by Department Heads.
* **Adjustments**: Address any significant variances through board-approved amendments.

**3. Record Keeping**

* Maintain copies of all budgets and supporting documentation for [INSERT TIME FRAME, E.G., 7 YEARS].

**4. Review and Revision**

The procedure will be reviewed annually and updated as needed.