

**VIRGINIA ASSOCIATION OF RC&D COUNCILS
BUDGET COMMITTEE
CHARGE**

The Budget/Financial Committee will prepare a budget for the VARCDC that identifies income by sources and expenditures.

Work Program:

1. Request budget needs from each standing committee by July 15.
2. Committee chair will send budget requests to Budget Committee members and set up a conference call by July 30.
3. Prepare and distribute a draft budget to Executive Committee and Association Delegates by August 15.
4. Present proposed budget at VARCDC fall meeting for approval.
5. Distribute approved budget to each RC&D Council and Association Delegates after VARCDC fall meeting.

Guidelines for Submitting Bills for Payment:

1. All reimbursement requests should be submitted within 30 days of purchase.
2. Submit original itemized invoice of purchase which should include date and items purchased. Indicate what committee the item is charged to or specify budget line item.
3. Reimbursement for postage should list the date, number of mailings and for what purpose or committee. This will assist in setting the budget line items the following year for committees.
4. Bills submitted that exceed the approved budget line will be submitted to the Executive Committee for approval.
5. Council members requesting reimbursement for VARCDC travel or purchases should complete and sign the approved VARCDC expense statement within 30 days of travel or purchase.
6. All invoices for the year should be submitted no later than December 1st so payment may be issued before the end of the fiscal year.