Budget & Finance Committee
Policy and Procedures

The goal of the committee is to plan the budget and manage the financial concerns pertinent to the ASC. The committee is comprised of seven (7) members; a chair, three (3) Medical members, and three (3) Cytotechnologist Voting or Cytotechnologist members. The ASC Secretary-Treasurer is an ex officio of this Committee.

Budget and Finance Responsibilities

1. Review Budget prepared by the Executive Director and Secretary-Treasurer, and make recommendations regarding the Budget in a timely manner.
2. Present Budget to the ASC Executive Board for approval.
3. Consider requests for budget allocations from ASC Committees, Task Forces, Liaisons and Members.
4. Review and evaluate membership dues and adjust annually or bi-annually to account for the cost of added programs and regular inflation.
5. Improve profitability of the Annual Scientific Meeting.
6. Manage operating costs to ensure they remain within 15 - 18% of total expenses.
7. Develop a reserve strategy to include an overall reserve target (as a percentage of operating expenses), as well as policies and procedures for use and payback of reserve funds.
8. Propose a plan to recommend salary increases for the National Office Staff.
9. Work in consultation with the Secretary-Treasurer to ensure financial health of the Society.
10. Annually report on the findings of the End-Of-Year Audit with consultation from outside accountants as needed.

National Office Responsibilities

1. Develop an Annual Budget for the Committee's review
2. Distribute Monthly Reports to the Committee
3. Maintain official file of the Committee's correspondence and agenda.
4. Provide agenda and minutes of all meetings.
5. Maintain data collection systems to provide support to the work of the society. Data should include monthly financial and investment reports.

The National Office will send budget requests to each committee chair for the next fiscal year budget in January or February. The committee budgets should include conference calls, projects, and expected revenues, if any. The National Office will collect the requests.

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The National Office will tabulate the data from the committees and enter on a spreadsheet. The budget will be divided into sections for the Committee review.

Committee Calendar

Date	**Item**
December/January	Send requests to Committee Chairs for Budget
Early February	Budget requests due in National Office
End of Feb/March	National Office complies budget to be reviewed by S-T, B & F, Chair
March	B & F Committee Conference Call to review Budget (optional)
April/May	Budget Presented to EB for approval
July	Budget goes into affect
October	Audit is final on previous years financial information
Monthly	Around the 10th of the month – Monthly Financial Reports are sent to the S-T and B&F Chair.