

# BUDGET COMMITTEE JOB DESCRIPTION

Revised 09-15-22

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## REFERENCES

- By-Laws & SOP's for The Villages Women's 18-Hole Golf Association

## GENERAL

- The Budget Committee consists of the Captain, Co-Captain, Treasurer, and the Treasurer nominee for the coming year.

## RESPONSIBILITIES

1. The Budget Committee schedules a meeting to formulate and recommend a proposed budget to the Board for the coming year. This process may begin in October.
2. The Treasurer should come to the meeting with a tentative budget based on the current year's expenses and proposed income. Recommended changes should be established at this meeting.
3. During the October meeting, the committee should determine the Membership dues necessary to fulfill the proposed budget. This figure needs to be given to the Membership Director as she will send out the "dues" letter to the Membership following the October Board of Directors Meeting.
4. At the end of the year, when the final figures are known, the proposed budget shall be finalized and presented for approval at the first Board Meeting of the following year.
5. The Board approves the budget and it is presented at the March General Meeting to the membership for information and comment.
6. The Budget Committee will monitor the budget performance throughout the year and make adjustments if needed.
7. A specific breakdown of expenses shall be maintained by each Director, committee and Tournament Chair with recommendations for the following year. A copy shall be provided to the Chair of the Budget Committee to assist in developing the budget for the following year.

## ADDITIONAL RESPONSIBILITIES

1. The Budget Committee will revise and update this Job Description as needed and forward to the Policies and Procedures Administrator.