

## Local Public Health Association Budget Process

**Goal:** Develop budget early enough in the calendar year to allow for LPHA budget impacts to be identified before *local government* budgeting processes occur. This allows for agencies to include changes in dues in the next year's county budget process.

### **Proposed Outline:**

#### **March**

*Chair meet with Executive Director of AMC-provide feedback to the director and treasurer regarding meeting*

Director of Association and the Treasurer develop first draft for 2009 (with AMC Financial staff's help) – include *projected increase* based on feedback from AMC

#### **April**

Early April-Prior to the Executive Committee Meeting:

Chair, Chair Elect and Treasurer- Review draft of budget

Salary considerations:

- *Salary increase-based on previous year's performance*
- *Salary of other affiliates of AMC*

Executive Committee meeting:

*Review draft budget and finalize to bring forward to general membership*

#### **May**

General Membership Meeting:

*Preliminary budget presented for discussion*

#### **June**

General Membership Meeting:

*Final budget approved*

#### **October**

*Year end director's performance communication completed using identified process. Possibly used for next year's budget process consideration*

#### **November**

*Executive committee:*

*Review budget for any possible adjustments that need to take place*

*General membership:*

*Discuss and approve any recommended adjustments*