



**Department of Rhode Island
Sons of Union Veterans of the Civil War**



Department Policy

Subject: Annual Budget

1. The Department Treasurer shall prepare a budget for each fiscal year, being May 1 to April 30. The budget shall include all anticipated sources of revenue and expenditure and projected closing cash balances.
2. A copy of the proposed budget shall be sent to the Camp Secretaries, with instructions to forward to the members of their camp, no later than one month prior to the Department Encampment.
3. The proposed budget shall be presented to the Department Encampment for approval by the members. If a proposed budget is not presented to the Department Encampment, the Department Commander shall appoint a Special Annual Budget Committee to prepare a budget for approval at the department encampment.
4. The Department Treasurer shall submit a monthly report to the Department Executive comparing fiscal year to date actual revenues and expenditures to the approved annual budget, also reporting on the cash balance at the end of the month compared to the cash balance at the beginning of the fiscal year.
5. The Department Treasurer shall submit an annual report to the Annual Department Encampment comparing total fiscal year actual revenues and expenditures to the approved annual budget, also reporting on the cash balance at the end of the fiscal year to the cash balance at the beginning of the fiscal year.

Department Commander Date

Policy approved by the Department Encampment:

Department Secretary Date