

Routt County Habitat for Humanity

Policy Title	Budgets and Planning
Policy Category	Administration
Version	1
Application	Annual Budget and Project Planning
Originating Source	Administration
Date of Last Board Approval	
Next Review Date	
Original Effective Date	August 1, 2009

PURPOSE

To establish a policy governing the minimum requirements relating to the development and periodic review of annual operating and project budgets.

SCOPE OF INFLUENCE AND IMPACT

This process shall apply to the Board of Directors and Executive Staff.

The Executive Staff along with the Treasurer of the Board of Directors shall be responsible for budget development. The Board of Directors shall be responsible for a quarterly budget-to-actual review as well as an annual budget review.

CONSEQUENCES FOR NON-COMPLIANCE

None required.

BOARD INTERACTION

Operating and project revenue and expenses shall be reviewed against budget projections on a quarterly basis by the Board of Directors.

POLICY AUTHORITY

Board of Directors shall have ultimate authority in the

- Oversight of this process
- Revisions of policy to comply with HFH International directives

POLICY STATEMENT

The Executive Director and Board Treasurer shall develop an **Annual Operating Budget** for the Affiliate.

The **Annual Operating Budget** shall coincide with the fiscal year of July 1st through June 30th as established in the Routt County Habitat for Humanity Bylaws, rev 1999.

The **Annual Operating Budget** shall include all forecasted annual revenue. The following categories shall be addressed:

Contributions

- Individuals
- Business
- Church
- House Sponsors
- Indirect (i.e. United Way)
- Government Grants
- Private Grants

In-kind Contributions

- Materials
- Services

HFHumanity Grants

Special Event Income

Mortgage Sales

Other Income

The **Annual Operating Budget** shall include all forecasted annual expenses as well as known periodic expenses and projected capital expenditures. The budget shall include at a minimum the following categories:

Personnel

- Salaries/Wages
- Criminal Background Checks

Tithe

Insurance

- Work Comp
- Directors and Officers
- General Liability

Travel

Rent

Office Supplies

Postage/Shipping

Utilities

Education

Dues

Subscriptions

- Web site hosting
- Software
- Trade Periodicals

Printing/Reproduction

Office Equipment

Payroll Expense

Professional Fees

Accounting/Tax Prep

Legal

Bank Fees**Project Budget**

Each housing unit build project will have an approved **Project Budget** prior to commencement of construction.

The **Project Budget** shall be prepared by the Construction Manager and/or Construction Committee Chairperson in conjunction with the Board Treasurer in a standard construction budget format with attendant construction draw projections.

Project Budgets shall include all building costs including but not limited to:

Building materials

Contract Labor

Permit fees

Tap fees

Architectural

Engineering

Bond costs

Signage

Landscape and earthwork

Site improvements

Building plan copy fees

Equipment and storage trailer rental

** Construction Manager salary, Workers Compensation Insurance and General Liability Insurance will be reflected in the **Annual Operating Budget**.

The **Annual Operating Budget** shall be approved by the Board of Directors at or before the regularly scheduled June Board Meeting.

Project Budgets shall be approved by the Board of Directors prior to committing any certain project to any certain family. Project Budgets do not need to be prepared to coincide with the Affiliate Fiscal Year.

Actual Revenue and Expenses for both the Operations and Projects shall be reviewed quarterly by the Board of Directors. Actual Revenue and Expenses will be compared to the **Annual Operating Budget and Project Budget** quarterly by the Board of Directors and shortfalls in revenue or increase in expenses addressed as needed.

End of Policy Statement

RELATED POLICIES

None

FORMS REFERENCE

None

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