

Washington Teachers' Association

Standing Rules

Budget Committee

Approved by WTA Executive Board, 6 October 2009

A. Budget Committee

1. There shall be a Budget Committee.
2. The purpose of the Budget Committee is to coordinate the development of the annual WTA budget.
3. The Budget Committee will propose an annual budget to the Executive Board that will, in turn, recommend a budget to the Representative Council for adoption.
4. The budget will be prepared in an open and inclusive environment.

B. Composition of Budget Committee

1. The Budget Committee shall be comprised of the following individuals:
 - a. President,
 - b. Treasurer,
 - c. One or two other Executive Board members, and,
 - d. One or two members at-large.
2. The President shall appoint all individuals, except for the President and Treasurer, with the concurrence of the Executive Board.
3. The Budget Committee will select a Chairperson by majority vote of its members.

C. The Budget Process

The Budget Committee shall follow the Budget Process as described in the most recent edition of the California Teachers' Association Accounting & Reporting Handbook for Treasurers.

D. Budget Committee Calendar

The Budget Committee will determine the exact dates for the steps in the budget development process based upon the WTA meeting calendar and the guidelines outlined below.

1. Fall Winter
 - a. Develop and outline a projected program for the next fiscal year.
 - b. Obtain membership input via hearings or surveys on budgeting priorities.
 - c. Determine a dues level to finance the program.
 - d. Consider establishing a dues level to qualify for crisis arbitration funding.
 - e. Prepare a recommended budget, including estimated expenses for each projected program and/or accounting item.
2. Early Spring

- a. Review the suggested program and make necessary adjustments.
 - b. Outline committee procedures for action.
3. Late Spring/Early Summer
- a. Prepare final budget.
 - b. Executive Board approves budget.
 - c. Proposed budget published for review by membership
 - d. Representative Council adopts budget.