MAATA Budget Requests

Committee Day 2024

Understanding the Fiscal Foundation

- The Board of Directors has a fiduciary responsibility to the organization in many areas, one of which is fiscal.
  - Ensure organization has the resources needed
  - Be good stewards of member's money

Make up of Finance Committee

- Treasurer, Chair
- President
- Vice President
- Secretary
- Past Treasuer
- State Treasurer

How to Prepare a Budget Request that Checks all the Boxes

- Clearly lay out the scope of the project or need for the item
- Establish the goal of the line item or project or tell about why it's important
- How do you plan to implement the project or put it into action?
- How will the impact/effectiveness be measured or how will you determine it achieved what was intended?

How to Prepare a Budget Request that Checks all the Boxes cont…

How does it tie into the strategic plan?

Have you received approval already from the board?

Not necessary, but good information for the finance committee to know

What other committees are needed or what collaborations are needed?

Be clear on the numbers

Make	Collaborate	Don’t forget
Make sure your amounts add up	Collaborate with other committees first to make sure you aren’t duplicating asks	Don’t forget taxes and shipping

Budget Process

- Call for requests
- Combine all requests
- Finance committee meets – 1 to 2 times
- Sent to board for approval
- Time if any changes are needed
- Outcomes communicated

Tips for Success

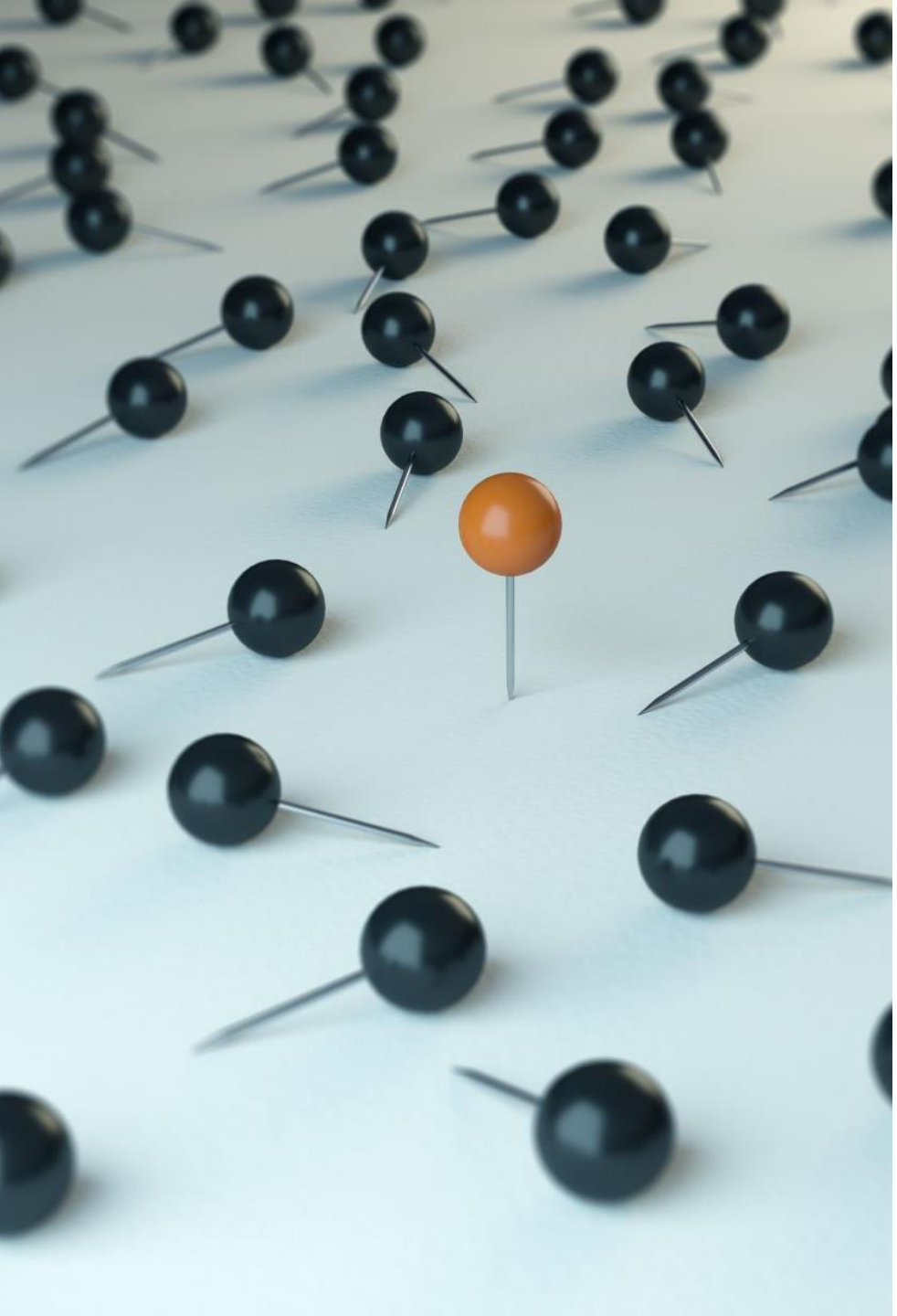
Connect with your liasison

Connect with the Treasurer

Chose the format that works for you

Excel, word doc, etc

Online form



Keep in Mind…

- We have a robust group of committees doing really great work
- It also means decisions are going to be necessary
- There may be great ideas that just don't get approved
  - Don't give up!
  - Try again
  - Work with your board liaison to understand why it wasn't approved

Questions?

treasurer@maatad5.org