

**FLORIDA ASSOCIATION OF COUNTIES, INC.
POLICY**

Subject: Budgetary Controls

Objective: To maintain the overall integrity of the Association budget as approved by the Board of Directors, while concurrently establishing the internal budgetary flexibility necessary for the smooth and efficient operation of the Association.

Prior to, or immediately following the beginning of each fiscal year, the Executive Director of the Association shall present to the Board of Directors a comprehensive budget encompassing all revenue which can reasonably be anticipated from all sources and a detailed expense projection by Division.

The budget may contain, but not be limited to, the following Divisions: Personnel, Operations, Legislative, Member Services, Enterprise Programs, Communications, and Conferences.

Upon final adoption of the Budget by the Board of Directors, the budget shall regulate the expenditures of the Association and the total aggregate estimate of expenditures for each Division shall not be amended, altered or exceeded except as provided for in this policy.

1. The Executive Director shall have the authority to transfer line item expenses so long as the cumulative transfers do not exceed \$5,000 or 10% of the budgeted line item expense, which ever is greater, per budget year.
2. Any transfer of budgeted expenses within a Division in excess of the amount eligible for administrative approval and any transfer of funds between Divisions shall require a majority vote of the Executive Committee of the Association.
3. At the Annual Conference Board of Directors meeting, the Executive Director shall present a revised budget to the Board of Directors for acknowledgment. The revised budget shall reflect any transfers or amendments made during the year-to-date. At this time, any budget amendment which draws from reserves, or increases the aggregate ultimate final budget figure in excess of 3% shall be presented to the Board for approval.

Reservation of Authority: The FAC Board of Directors reserves the right to modify, amend or abolish this policy by majority vote at any regular meeting of the Board.

As approved by the Board of Directors, this 13 day of September, 2004.



Commissioner Cliff Thaell,
President