Local Budget Preparation

Important Dates

Fiscal Year – January 1st to December 31st

Local Annual General Meeting – by December 31st of each year.

Submission of Approved Local Budget – by January 31st of the budget year.

Funding Cut-Off – February 28th if no budget submitted.
Contact UNA's Secretary Treasurer for further information.

STEP 1

Gather & Review Info

- [ ] Review previous budgets & financial statements, noting where your Local was over-budget, on-budget, or under-budget & why.
- [ ] Review UNA's Funding Policy & Local Bylaws.
- [ ] Identify events & key dates in the upcoming year & their associated costs, such as AGM, Demand Setting, educational opportunities, & affiliate events.
- [ ] Check your Local's duespayer calculations for accuracy.

STEP 2

Collaborate & Set Goals

Preparing a budget is not only about spending appropriately; it is also about group goal setting & prioritizing. The most important part of preparing a budget is the planning stage, and Treasurers cannot plan the Local's future alone.

- [ ] Hold a Local Executive meeting and include other leaders in your Local such as committee members and Unit/Office Representatives to:
  - [ ] Review the current year's budget, income, & expenditures, identifying potential areas for change.
  - [ ] Define roles & responsibilities and discuss any revisions to position funding to reflect those responsibilities.
  - [ ] Set the Local's goals & priorities for the next year & discuss associated funding.
  - [ ] Identify funding needs for any events, meetings, & education.
  - [ ] Determine what large expenditures, if any, the Local should plan for.
  - [ ] Obtain input from committee members and Unit/Office Representatives.

STEP 3

Draft Your Budget in DMS

Helpful Hints:

- Use the “notes” function to document Local goals, details about the budget lines/ sections, & other information that will help your Local in the future.
- Enter budget items in order of priority, as per Funding Policy #13 – Local Funding.
- Circulate the draft to your Local Executive or hold another meeting to review the draft & make any revisions.
- A Local can develop a deficit budget if the Local has an unappropriated fund. Locals should be careful not to become reliant on a deficit budget.

STEP 4

Approve the Budget

Once you have a draft finalized, it needs to be approved by your membership. To approve the budget, a majority of members present at your Local AGM must vote to approve it. At the AGM:

- ☐ Provide a way for members to view the budget (pdf, print copy, projector).
- ☐ Present the proposed budget to members.
- ☐ Make a motion to approve the budget (“I move we approve the budget for X year”).
- ☐ Discuss the budget & make any amendments (vote on each amendment).
- ☐ Vote on the motion (simple majority).

Ensure the meeting minutes capture the motion, who made it, any amendments or important discussion, & the result of the vote. **Always keep copies of Local meeting minutes.**

STEP 5

Submit the Budget

Once a motion to approve the budget has been passed at the Local AGM, make any amendments arising from your AGM on the budget form in DMS, then review the budget one more time to ensure it is complete & accurate.

To finalize and submit the budget, attach the minutes of the meeting where the budget was passed & any other relevant documents. Next, fill out the bottom of the budget form with the meeting & motion information, confirm the motion was passed, then click “Approve & Submit to Finance.”

Once the submission button is clicked, the budget form is locked & can no longer be changed.

Missed something?

Any expenses that aren’t accounted for in the budget or exceed the amount approved in the budget need membership approval at a Local meeting. For example, if the Local budget did not include funds for a Nurses’ Week event but the Local decides to hold one, a motion must be approved at a Local meeting to allocate funds to that event. After the Local meeting, send the meeting minutes to Centralized Accounting. Generally, making a motion at a Local meeting for large expenditures, even when within the scope of the budget, is good practice.