

# 2008 BYLAWS AMENDMENT Proposal #12

## ARTICLE XII FINANCIAL AFFAIRS

### 1 C. Operating Budget

2 The executive director or his/her designee shall prepare an annual operating budget **that**  
3 **follows approved accounting procedures** with the advice and assistance of the Financial  
4 Review Committee as provided for in Article XV, Section H, 2 of these bylaws. **The Board**  
5 **of Directors shall review and approve the budget prior to presentation to the**  
6 **delegates at convention.** ~~The executive director shall present the recommended budget to~~  
7 ~~the Board of Directors for review and approval prior to the annual convention of PSE. The~~  
8 ~~executive director shall present the budget as approved by the Board of Directors to the~~  
9 ~~delegates at the annual convention.~~

~~Each budget shall contain the following:~~

- ~~1. Budget priorities and objectives.~~
- ~~2. An itemized list of anticipated revenues and expenditures by source.~~
- ~~3. Function based cost centers that accurately identify the actual costs associated with providing the various programs, services, and activities of PSE.~~
- ~~4. Within the cost centers, identification of:  
Personal services costs (salaries and fringe benefits).  
Contractual services.  
Capital outlay (purchase of equipment, facilities, etc.).  
Commodities (utilities, supplies, materials, etc.).  
Segregated political action funds.~~
- ~~5. A cash management plan that incorporates timing of revenues and expenditures to gain maximum advantage of interest income.~~

**RATIONALE:** *The Director of Administration prepares and presents the PSE operating budget. The board reviews and approves the budget prior to presentation to the delegates. These changes reflect actual practice. The other details on what the budget shall contain are details that do not need to be included in the bylaws. That is covered under "approved accounting procedures" and is ensured by our outside auditors.*

**FINANCIAL IMPACT:** None

**SPONSOR:** Board of Directors

**RECOMMENDATIONS:**

Bylaws and Resolutions Committee: **DO PASS**

Board of Directors: **DO PASS**