

ACT SECTION 16 --- BUDGET

- 16-040 Budget Restrictions 06-30-00, 04-02-54
The Treasurer is instructed to refuse payment of any amounts over the budget. The only exception may be in those instances where refusal to pay an invoice from an outside supplier would negatively impact the NSS Inc. credit rating. In such instances the Treasurer shall inform the Board who incurred the obligation on behalf of the NSS Inc. so the Board can decide if further actions are necessary.
- 16-045 Finance Committee 8-7-98, 8-6-93, 6-23-75, 10-16-54
The Finance Committee is under the Office of the Secretary-Treasurer. The committee is charged with helping to prepare the budget and other things so designated.
- 16-067 Budget Transfers 10-23-99, 6-23-75, 2-2-57
Any officer may transfer unused budget allocations from one committee=s budget to another committee=s budget provided the following: his total department budget is unchanged, the transfer does not involve Advertising Income for the NEWS or the JOURNAL, and the transfer is approved in advance by the President.
- 16-068 Charges Against Accounts 2-2-57
No charge may be made against any budget account without the approval of the officer to which that account is assigned or his authorized agent.
- 16-083 Budget Period 11-2-96, 8-3-92, 6-29-84, 6-23-75, 11-22-58
Expenses are budgeted for one year only unless specifically exempted. No department may carry an unused balance into the following year. Money budgeted for publication of the *NSS News, Journal of Cave and Karst Studies, American Caving Accidents, NSS Members Manual* shall be encumbered until the publications for which the money was budgeted are published.
- 16-084 Budget Requisitions 11-22-58
All requisitions for payment must clearly, and in some detail, state for what the money or payment requested was spent. These requisitions will be retained by the Treasurer as part of the records.
- 16-115 Budget Process 8-7-98, 2-20-88, 2-25-84, 8-18-72, 2-23-63
The budget for the next fiscal year shall be approved by the Board at its spring meeting. The proposed budget shall be submitted to the Board including projected income and expenses for the following fiscal year, proposed transfers from the operating budget to restricted funds, proposed capital budget, and a cash flow analysis.
- 16-349 Interest Income 3-16-96, 6-23-78
The Secretary-Treasurer is instructed to allocate investment income to the contributed NSS Restricted Fund that earned the income for funds with balances greater than \$100.
- 16-439 Defrayal of Executive Committee Meeting Costs 10-5-02, 3-21-98, 4-4-92, 3-23-85
All NSS annual operating budgets shall include \$4,000.00 for the reimbursement of NSS officers and the directorate representative, upon request of the Chairman of the Directorate for a specific meeting, for expenses associated with travel to NSS Executive Committee meetings

not conducted during BOG meeting weekends or NSS National Conventions. The budget item shall be included under the Department of the President's budget.

- 16-481 Conference Travel 3-18-95, 4-1-89
A "Conference Travel" budget line item is adopted in the Department of the President. Such budget line item is to be used at the discretion of the President to help defray travel expenses of selected or key Society members that the President requests to officially represent the Society at non-NSS meetings, conferences, or functions in which the presence or participation of the NSS will further the goals of the Society. The President will report at each board meeting on the use of this money. The amount of the Conference Travel budget shall be limited to \$2,000.00 per year.
- 16-635 Travel Report 07-12-99
The Secretary-Treasurer of the NSS shall develop a Travel Report showing the amounts, funding source, and general purpose for the use of the travel funds. This will be a policy level report and no member names are to be included in the report. This yearly report shall be included with the normal reports that go to the Board for the yearly budget meeting.
- 16-673 Budgets and Current Acts of the Board 06-30-00
The Executive Committee shall expose to the Board any conflict between a proposed budget and current Acts of the Board and provide the basis for their proposal and any necessary additional Acts or amendments to Acts of the Board so that the Board can make deliberate decisions. Upon Board approval the budget represents a decision to allocate the Society's scarce resources after considering conflicting goals and requirements.
- 16-763 Exceeding Department Budgets 07-08-05
Officers are authorized to exceed their department's budget by 5% during the fiscal year.
- 16-797 Research Advisory Committee Budget 03-15-08:15
Each year the annual budget shall allocate the full 5.5% of the Ralph W. Stone Research Fund, as specified in Board Act 19-138, for the grants administered by the Research Advisory Committee (RAC).

Cross References

- 18-270 Repair Funds
 - 28-389 Dues Structure
 - 48-146 Expenses
 - 56-412 Convention Bid Expenses
 - 18-598 Convention Surplus Restricted Fund
 - 18-694 Endowment Fund Allocation
- Section 9 (Department of the Secretary-Treasurer)