

## Appendix A. Guidelines for TANC Annual Budgeting Process

**Fiscal Year:** September 1 – August 31

**Purpose:** The purpose of TANC’s annual budgeting process is to:

1. Provide a forecast of TANC’s annual revenues and expenditures and finalize the organization’s budget for the fiscal year
2. Guide TANC board in executing the organization’s activities and events during the year
3. Enable TANC’s board to make strategic short-term and long-term decisions regarding the organization and its programs
4. Engage all the Committees in a truly democratic and participatory fashion in formulating TANC’s agenda for the year
5. Overall, provide information to the TANC board and members regarding the state of organization’s finances

**Budget Preparation/Formulation Process:** TANC Treasurer/Accountant shall prepare the draft budget in consultation with the TANC Finance Committee. Following timeline is recommended to be followed for the annual budgeting process. It is recommended that TANC Treasurer/Accountant sends this timeline to the respective program Committees approximately two months before the start of the new fiscal year.

No.	Action Step	Responsible	Timeline
1	TANC Treasurer/Accountant to send the notification to the Committees (Health Committee, Youth Committee, Namchod Kyetsel Committee, Resources and Development Committee, Finance Committee, Election Committee, and others) to submit their annual budget	TANC Treasurer/Accountant	July 1 <sup>st</sup>
2	Committees to review their annual plans for the upcoming fiscal year	Committee members led by the co-chair	July 1 -15
3	Draft annual budget based on the annual plan	Committee co-chair in consultation with the Committee members	July 15 - 25
4	Submit draft budget to TANC Treasurer/Accountant	Committee co-chair <sup>1</sup>	July 25 <sup>th</sup>
5	Initial review of the draft budget and clarifications/feedback to the Committees	TANC Treasurer/Accountant and Finance Committee in consultation with the Resources and Development Committee	July 25 – August 5
6	Submit revised budget based on clarifications/feedback from TANC Treasurer and Finance Committee	Committee co-chair in consultation with the Committee members	August 5 - 15
7	<ul style="list-style-type: none"> <li>• Finalization of the annual budget for TANC’s various programs</li> <li>• Finalization of TANC’s general budget including overheads,</li> </ul>	TANC Treasurer/Accountant and Finance Committee in consultation with the Resources and Development Committee	August 15 - 25

<sup>1</sup> Donor-funded programs may be required to submit their annual plans and budget separately as per the requirements of the donors. TANC president will inform the relevant committee co-chairs in such cases.

	fundraising, campaigns, events, meetings, and miscellaneous		
8	Propose TANC annual budget to the TANC Board for review and approval	TANC Treasurer/Accountant and Finance Committee	By August 25 <sup>th</sup>
9	Approval of the annual budget and notification of the finalized budget to each of the Committees	TANC Board	August 25 – 31; Formal approval on September 2 <sup>nd</sup>

**Mid-term Budget Review and Approval:**

In order to incorporate any changes in the programs and activities and their budget, TANC board will review and approve such adjustments during the mid-term budget review and approval process, typically conducted around mid-February to mid-March of the year. Following timeline is recommended to be followed for this process.

No.	Action Step	Responsible	Timeline
1	TANC Treasurer/Accountant to send the notification to the Committees to submit their revised annual budget	TANC Treasurer/Accountant	February 15 <sup>th</sup>
2	Committees to revise their annual budget based on changes in their programs and activities	Committee members led by the co-chair	February 15 – 25
3	Submit draft revised budget to TANC Treasurer/Accountant	Committee co-chair	February 25 <sup>th</sup>
4	Initial review of the draft revised budget and clarifications/feedback to the Committees	TANC Treasurer/Accountant and Finance Committee in consultation with Resources and Development Committee	February 25 – March 5
5	Submit the finalized revised budget based on clarifications/feedback from TANC Treasurer/Accountant and Finance Committee	Committee co-chair in consultation with the committee members	March 10 <sup>th</sup>
6	Review and approval of TANC's revised annual budget and notification of the finalized budget to each of the Committees	TANC Board	By March 15 <sup>th</sup>

Attached budget templates are recommended to be used but these may be tailored as needed:

Budget Template 1: TANC budget

Budget Template 2: TANC program/committee budget