



## POLICY MANUAL

Code: TFB 02012

Policy X    Procedure     Guideline

Title: Annual Budget Submissions Policy

Approved By: Trust Fund Board

Approved: November 19, 2002  
Resolution #: TFB 02/513

Chairperson signature:

Further References: Board Appointments, Reappointments and Elections Procedures

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**PURPOSE:** To establish the general process by which Islands Trust Fund/Trust Fund Board annual budget requests will be prepared and submitted to Trust Council for approval.

**BACKGROUND:** The *Islands Trust Act* requires that Trust Council approve a budget to cover the administrative operations of the Trust Fund Board.

**DETAILS:**

1. The Islands Trust Fund Manager will prepare a proposed budget for the administrative operations of the Trust Fund Board and its related staff and programs for Board approval. Normally, the proposed budget will be reviewed at a meeting held in the Fall of the year, or as required to meet the Islands Trust budget process timeframes.
2. The Board may invite the Chairperson of the Financial Planning Committee and/or the Chairperson of Trust Council to any meetings where the proposed budget will be discussed.
3. The Board may make modifications to the proposed budget before approving it for submission.

4. The Board approved budget will be provided to the Director responsible for the Trust Fund Board and the Director of Administrative Services, with adequate explanation of the reasons for any proposed changes or new programs, by the date required by the Director of Administrative Services.
5. The Board understands the Islands Trust budget process is as follows:
  - The Director of Administrative Services compiles all budget submissions from each Islands Trust Unit and legislated entity and prepares an initial budget proposal (one for base or core items and one for new or special programs). This proposal is circulated to the Islands Trust Management Team (Management) for consideration.
  - Management discusses the proposed budget and the Director responsible for the Trust Fund Board makes representation regarding the requirements of the Board (as do other Directors for their area of responsibility).
  - Management makes a recommendation to Trust Council's Financial Planning Committee, which may be the initial budget proposal or some variation thereof.
  - The Chairperson of the Trust Fund Board may make representation to the Financial Planning Committee regarding its budget request.
  - The Financial Planning Committee makes recommendations to Trust Council.
4. If the Trust Fund Board has any major concerns regarding the proposed recommendation of the Financial Planning Committee, the Board will discuss them with Trust Council's Executive Committee prior to the Trust Council meeting wherein the recommendation will be addressed.
5. The Board members who are part of Trust Council may make comments regarding the budget needs of the Trust Fund Board and raise any concerns or suggestions they have regarding the budget at Trust Council's budget meetings.
6. The Trust Fund Board is responsible, with the Manager of Islands Trust Fund, to ensure that the Board's activities each year are conducted within the allocated budget. To that end, the Board will review regular updates regarding expenditures at its meetings.