

1                                   **STANDING RULE NO. 4**  
2                                   **of the**  
3                                   **DEMOCRATS OF GREATER RIVERSIDE**  
4                                   **BUDGET: Preparation and Monitoring**

5   **Section 1. Purpose.**

6                   The purpose of this rule is to clarify certain roles and obligations in  
7                   the preparation and subsequent monitoring of the annual budget.

8   **Section 2. Rule.**

- 9                   1. The Treasurer shall provide monthly and quarterly reports  
10                  including any recommendations for budget amendments to the  
11                  Finance Committee and the Executive Board.
- 12                  2. The Treasurer shall present to the Finance Committee during that  
13                  committee's preparation for the subsequent year's budget a  
14                  comparison of the budgeted figures, including any amendments  
15                  for the current year, to actual income and expenditures, including  
16                  planned spending through the end of the calendar year.
- 17                  3. In preparation of the next year's budget, Club committees and  
18                  members shall present to the Finance Committee, at their request,  
19                  estimates of expenses and revenues under their purview for the  
20                  coming year. The Finance Committee shall consider the  
21                  information presented and work with those committees as needed  
22                  to best represent their needs in developing the budget for the  
23                  coming year. New revenues, once deposited, will provide  
24                  opportunities for amendments to be budgeted expenditures as  
25                  needed.

26  
27  
28