

VERMONT MUNICIPAL CLERKS' AND TREASURERS' ASSOCIATION
COMMITTEE DESCRIPTION

BUDGET COMMITTEE

Purpose

To prepare an annual operating budget for the Executive Board.

Committee Members

The Committee will consist of the President, 1st Vice President, 2nd Vice President and the Association Treasurer. Association Treasurer will act as Chair.

General Duties

July:

- Review existing budget, compare with current Treasurer's report and prepare a proposed budget. Present same to the Executive Board at its' July meeting.

August:

- Committee will revise the budget as needed.

September:

- Association Treasurer prepares and presents budget for adoption at the Annual Meeting.
- Discussion of budget led by incoming President.