

	Ole Farmer Association North America (OFANA)	SOP #	
		Revision #	
		Implementation Date	TBD
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SOP Owner	OFANA	Approval	

OFANA

Policy

OFANA Annual Meeting and Region Budget Template

Purpose

To ensure that all major OFANA events, including Annual and Region Fundraising events, are managed by the established organization accounting/financial protocol

Scope

It is the fiduciary responsibility of the President & the Executive Board of OFANA to ensure that the organization's finances are managed by established financial protocols and processes.

This includes the establishment of an achievable budget with clear fundraising and other activities outlined to create a road map to ensure fiscal growth & solvency.

Responsibilities

The Governing Board will have oversight responsibilities over the financial execution of the Annual Meetings and Region Fundraising events. In the case of Region Fundraising events, the Vice President has the responsibility to manage the budget and will provide a report on its execution at the Board meetings, where appropriate.

Procedures

Brain storming sessions will be conducted in each region and the VPs will advise the Board of their financial goals and fundraising activities for the year. The attached Annual Meeting and Region Budget Template must be completed and presented to the Board for approval prior to the designated event.

Annual Meeting and Region Meeting Budget Template
Statement of Activities
August 15, 2015

Revenue				
	Event Budget	Actual Year to Date (YTD)	% to Budget YTD	Variance to Actual YTD
Funds from Treasury	\$XXX			
Other Income				
Contributions				
<i>TOTAL OPERATING REVENUE</i>				
<i>Operating Expenses</i>	\$XXX			
Hotel and Accommodation				
Contract Development				
Meeting Room - Hotel				
Meal Costs - Total Event				
Decorations				
Tickets and Printing				
Souvenir Program				
Supplies				
Music and DJ				
Travel & Transportation				
Plaques and Certificates				
Postage & Delivery				
Telephone				
Hospitality Suite				
Misc Operating Expenses				
<i>TOTAL OPERATING EXPENSES</i>				
<i>TOTAL SURPLUS (DEFICIT) FROM OPERATIONS</i>				

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