

CSA WOMEN'S ASSOCIATION

BUDGET GUIDELINES

Maintain Reserve at \$20,000

--Women's Association sponsored programs currently cost \$5000 to \$7000 each season

--Reserve would support minimum of programs and operating expenses for two seasons with an excess to sponsor other one-time projects

Expenses for any one season generally not to exceed

--Proceeds (net gain) of Art Fair

--Plus any additional excess over the \$20,000 Reserve

Budget for expenses, one-time projects and charitable donations

--Guided to fall within a percent range determined by previous years financial statements—with the understanding, that with Board approval, there is some flexibility:

1) Programs	45—50%
2) One time projects/Special Purchases	5—10%
3) Scholarships	15—20%
4) Charitable Donations	25—30%

Special projects and/or Purchases

--If requested after the Annual Meeting, or during the winter and under \$500, can be approved by the Finance Committee. The entire Women's Association Board must approve amounts of \$500 or more.

Special reserves may also be established for long-term projects