



July 2020

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The ALSC Budget Committee serves the ALSC Membership by reviewing the budget and acting as a member-driven steward of the financial assets of the organization. The Budget Committee is part of Priority Group IV–Organizational Support.

To advise the ALSC Executive Director in preparation of an annual budget based on priorities established by the board; to submit the budget to the ALSC board for approval; to review for the ALSC board division activities for fiscal implications; to review for the ALSC board, on a regular basis, the dues structure and to prepare and submit to the ALSC board periodic analysis of the finances of the division; to review annually at Midwinter Meeting the ALSC goals and objectives; to review ALSC's fiscal relationship to ALA and other divisions and to act as liaisons for the ALSC board to the planning and budget assembly.

The Budget Committee consists of a chair, appointed for two years (with the option to be reappointed), from among members with Board or Budget Committee experience and familiarity in fiscal management; three members appointed from the ALSC membership at large and serving two-year terms; the Fiscal Officer, and the Past President. The Executive Director and Vice President/President-Elect serve as ex-officio members.

Why join the Budget Committee? Why not? The ALSC Budget Committee gives members an insider's view of how ALSC operates, what the Division priorities are, and ALSC's fiscal relationship to ALA. Working on the Budget Committee is a wonderful professional development growth opportunity to learn more about the budgeting process and where all the programs and services of ALSC fit in. Working with so many of ALSC's leaders also gives committee members a great chance to learn from the best!

ALSC is a division of the American Library Association. Divisions are authorized by the ALA Council, which is the governing body of ALA, to speak on ALA's behalf in their designated areas. ALSC members must be members of ALA first, and ALSC staff are ultimately ALA staff. ALA and its divisions share many common support services, including HR, legal representation, IT, the Public Information Office, the Intellectual Freedom Office, ALA Publishing Services, and manye7t

Additional Committee Operational Funds” and larger requests should be submitted via the Board Action Request form. Additionally, the year-end report (due May 15) is an opportunity to request funding for use in the next fiscal year.

include Friends of ALSC, endowment and long-term investments, and planned-giving.
Supports long-range planning through trend

The ALA Executive Board is the body with fiduciary responsibility over all ALA matters, including the budget. Its members are elected by sitting ALA Councilors from among their members. The ALA Executive Board meets four times per year, and carries the final vote to approve the preliminary proposed budget, proposed, and final budgets (which incorporate all ALA unit budgets that have been approved at each stage by units' own processes).

funds are not intended to be spent down to zero income that can be spent. Current practice is to use a five-year moving average of the total assets in endowment programs and services. There are three endowment funds. The Executive Board, who have the authority to hold and manage endowment funds as directed by the Executive Board's operating procedures and assumptions to the Board's investment managers; report endowment status to the Board Membership.

ALA financial assets are divided into three types: unrestricted (or long-term investment fund), and restricted. The unrestricted fund is divided among the general fund, the division funds, and the restricted fund. The general fund supports general ALA programs, such as Publishing, Conference Services, HR, the Intelligence

The main bulk of funds in an endowment is made up of principal. Endowment principal is not intended to be drawn down to \$0; current practice at ALA is to budget to spend a small percentage of the five-year moving average of any endowment's total assets, including the principal.

The stage of the ALA budget (including divisional, round table, and other unit budgets) that is approved by member groups at Annual Conference for the subsequent fiscal year. It is approved by the ALA Executive Board each August.

ALA financial assets are divided into three types of funds: operating, the endowment (or long-term investment fund), and restricted accounts. Restricted accounts are donations or grant funds whose use has been designated by the donor or granting organization. Unlike endowments, funds in these accounts are intended to be fully spent on the programs and services they support. Like endowments, these funds cannot be intermingled across projects, or in with the operating budget.

Round Tables are membership groups and may charge dues, develop programs, issue publications (with the approval of the ALA Publications Committee), and affiliate with regional, state or local groups with the same interests. Round tables, unlike divisions, do not have dedicated staffs, although each has a designated ALA staff liaison. Many round tables have dedicated ALA Councilors, although smaller round tables share one. Round table members must first be members of ALA.