



CommunityCare
NORTHUMBERLAND

SECTION:	Financial	POLICY:	Budget Preparation
DATE ISSUED:	July 13, 1998	NUMBER:	F – 30
REVIEWED:	Jan/16, Jan/19, Jan/21		
REVISED:	Nov/14		

Policy

The CCN Finance Committee will initiate the procedure for preparation of the yearly budget submission.

Procedure

1. The Committee will review and approve the annual budget submissions prepared by each of the program area, and the Administration office of CCN.
2. Any modifications of the budget submissions will be returned for its consideration.
3. Having approved the budget submissions, the approved budgets or any modification will be forwarded by the Committee to the Board of Directors of CCN for its approval.