

**Kansas Section  
Society for Range Management**

**Guidelines for the**

**Financial Committee**

**Purpose:** The financial committee shall annually prepare a proposed budget for consideration by the Board of Directors and audit the treasurer's books. The committee shall use Bylaws Article IV, Sections 3 & 4 as guides in their functions.

**Structure:** Two sub-committees will be used:

Budget subcommittee--  
Second Vice-President, chairperson  
Section Treasurer

Audit sub-committee--  
Second Vice-President, chairperson  
Newly elected Second Vice-President

**Responsibilities:**

Budget sub-committee: Develop, with input from all Section committees, a budget for operating the section for the calendar year. The budget will be presented to the Board of Directors for approval.

Audit sub-committee: Annually, or whenever the treasurer is changed, examine the financial records for accuracy and adequate documentation. A written report will be given to the Board of Directors. The report shall include, when necessary, recommendations for improving the financial records of the section.

**Appropriate Bylaws Sections:**

ARTICLE IV. Management of the Kansas Section

SECTION 3. The Kansas Section shall operate under the standards of fiscal integrity. The Kansas Section shall not knowingly develop a deficit operating budget for regular activities.

SECTION 4. The Kansas Section fiscal year shall be the calendar year.