

## **Budget Committee**

**Membership:** This committee can have up to 7 members and will include the CVCS Business Manager, the CVCS Administrator, and a Governing Council Member. Parents or teachers may fill the remaining four positions. No more than three Governing Council members can be on this committee.

Interested parties will submit names to the Governing Council. If there are more name submissions than spaces, positions will be filled by a random drawing at a public meeting. Appointments will be for one year.

**Quorum:** This committee will operate without a quorum and will meet regardless of the number of committee members present.

**Time Commitment:** This committee will meet once a month, on the Monday preceding the monthly Governing Council meeting and review the previous months financials. Extra meeting may be necessary when preparing the next year's budget.

**Bylaws Description:** The Budget Committee is established as a standing committee, to work with the Business Manager, develop and recommend to the Governing Council a proposed budget for the next school year and to monitor and report on the current budget throughout the year. A Council Member shall be the chairperson of the Budget Committee

**Outcomes:** The committee will examine in depth the finances of the school and make informed recommendations to the CVCS Business Manager regarding these. The CVCS Business Manager will present reports and/or recommendations each month to the Governing Council.