

Budgets

Best practice:

- ✓ enter the proposed budget prior to the AGM
- ✓ enter budgets for both admin and sinking/maintenance/capital works/reserve funds
- ✓ print the proposed budget and include it with AGM notices
- ✓ accept the budget once approved by the AGM
- ✓ conduct the building year-end rollover once budget is accepted

Don't forget:

- always check that the financial year and levy year start dates for the proposed budget are correct
- you need to print final financial reports before accepting the budget
- once the budget is accepted, you can't create another proposed budget until you process a building year-end rollover