

International Institute of Municipal Clerks

2025/2026 Budget & Planning Committee Roster

Term: May 22, 2025 through May 21, 2026

PURPOSE:

To provide sound financial advice to the IIMC Board of Directors and IIMC Members.

2025/2026 Goals & Objectives

1. Develop and identify areas for improvement in the annual balanced budget, to be submitted to the Board of Directors for approval.
2. Develop a five-year capital items projected needs list.
3. Monitor quarterly expense and revenue reports from the Executive Director and bring areas of concern to the attention of the Board of Directors, ensuring the adopted budget is adhered to.
4. Review the expenses and revenues associated with the Annual Conference and report on profit/loss.
5. Review and report to the Board of Directors issues raised in the Auditor's Management Letter and Report.

Deadlines:

July 15, 2025 Identify and submit to Headquarters budget justification requested (if any) necessary to accomplish the Committee's goals and objectives. All requested will be reviewed by the Budget and Planning Committee.

September 17, 2025 File a Report with Headquarters for inclusion with agenda materials for the November IIMC Board of Directors Mid-Year Meeting.

March 26, 2026 File the final report with Headquarters for inclusion with the Annual Report.

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2025/2026 Budget & Planning Committee Roster

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