



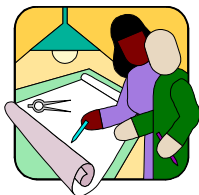
### Budget Preparation Service

The annual budget is a key tool for governing and managing your co-op. A well-planned, accurate budget will help you set appropriate housing charges, analyze and control spending, and meet your targets for special projects and savings. Funding agencies (like CMHC and BC Housing) review annual budgets to ensure your co-op is meeting the terms of lending and operating agreements. Boards, Committees, and members use budgets as tools to guide financial decisions.

Since the budget must be ready to go at the beginning of each fiscal year, it's important to plan and begin budget preparations well in advance.

Cana offers a variety of flexible services to help you prepare your co-op's budget. We can assist providing planning tools and accounting data, sharing and coordinating the budget preparation work, analyzing costs and their impact on housing charges, advising on subsidy management, providing options and alternatives, and helping to present and explain your budget to members and outside agencies.

This Service Guide outlines the budget preparation services most frequently used by our clients. Your Cana Coordinator will be happy to explain these service options, answer your questions, and help you select the specific services you feel would be most helpful. If you'd like to discuss other budget preparation service alternatives, please don't hesitate to call our Consulting or Accounting Service Teams.



#### **FULL BUDGET PREPARATION SERVICE**

We'll coordinate and collect information from your Board, committees, and service providers, prepare budget estimates and a draft budget, present the draft, with detailed notes, for your review and approval, and ensure the budget receives the necessary approvals from government agencies.

**Process:** Cana coordinates preparation of a comprehensive, accurate budget. In consultation with the co-op, we prepare a work plan, assign budget tasks to Cana staff and co-op volunteers, provide ongoing guidance and support, collect, prepare, and review budget estimates, assemble and analyze a draft budget, present the draft budget in an open workshop for your Board and any interested members, incorporate any adjustments, prepare comprehensive notes explaining the budget and our analysis to members, help present the proposed budget to your members at your Budget General Meeting, and submit your approved budget, as required, to any external funding agencies.

**Price: \$895, including General Meeting presentation**



# Cana Service Guide

## Budget Preparation Service Guide



### **ASSISTED BUDGET PREPARATION SERVICE**

To help your volunteers better understand and succeed with their budget work, Cana presents our ***Dollars & Sense*** budget planning workshop, followed by ongoing support for volunteers, extra help with specific budget categories, and a careful review of all budget estimates. We assemble and present the draft budget for your review, revision, and approval.

**Process:** We present our *Dollars & Sense* workshop (including an overview of budget issues, assignment of budget preparation tasks, and instructions for completing budget assignments), provide ongoing support to volunteers, collect and review budget estimates, prepare and analyze a draft budget, present the draft in an open workshop for your Board and any interested members, incorporate any adjustments, and submit your approved budget, as required, to any external funding agencies. On request, we can also help present the proposed budget to your members at your Budget General Meeting.

**Price: \$895, or \$1,045 with optional General Meeting presentation**



### **BASIC BUDGET PREPARATION SERVICE**

Your Co-op coordinates budget preparation and provides the necessary budget estimates to Cana. We assemble, analyze, and present a draft budget for your review and approval. Optionally, we can also present the budget at the Budget General Meeting.

**Process:** Cana provides worksheets, accounting data summaries, assignment tracking tools, and a suggested budget preparation schedule. The Co-op gathers all the information needed to compile a comprehensive, accurate budget for, and submits completed budget assignments to Cana by the schedule deadlines. Cana prepares the draft budget using the data provided by the co-op, analyzes the outcome, presents the draft in an open workshop for review by your Board and interested members, and (following your approval) submits your budget to any external funding agencies as required. On request, we can also help present the proposed budget to your members at your Budget General Meeting.

**Price: \$795, or \$945 with optional General Meeting presentation**



### **CUSTOM BUDGET PREPARATION SERVICE**

Cana will custom-design budget preparation services and support to meet your Co-op's special or unique needs. For more information, including pricing, please contact our Consulting or Accounting Services Teams, or ask your Cana Coordinator for more information.

If you have any questions, comments, or suggestions about this Service Guide, please don't hesitate to give us a call – we welcome your feedback!