Prudent management of NAVA’s financial affairs assures its success and growth—by setting appropriate levels of dues, budgeting realistically for annual revenues and expenses, and maintaining adequate reserves.

**Dues**

1. NAVA’s dues should be set at a level which will cover NAVA’s basic publications and administrative costs at the current membership numbers.
2. Compared to Active (regular) members, dues should be higher for Organizational (commercial) and lower for Associate (student/spouse) members.
3. Subscription rates for publications should equal Active dues.
4. Dues should change infrequently, and only as necessary to cover increased costs.

**Budgeting**

1. The Budget Committee proposes the annual budget for executive board approval.
2. The budget must be published to all members in the first three months of each fiscal year, along with full accounting of the prior year and a report from the appointed Auditor.
3. The overall budget should aim to break even or run a modest surplus.
4. Actual annual surpluses/deficits will add/subtract from NAVA’s reserves.
5. Annual meetings should budget to break even or run a surplus.
6. Award/grant programs should be funded by designated contributions (e.g. Driver Award, Conservation Fund, Research Grant, Scholarship), either donated currently or accumulated in segregated funds.
7. A moderate contingency (of up to 10% of annual member dues revenue) should be budgeted to provide the board fiscal flexibility during the year.
8. Planned extraordinary expenditures (e.g. special publications, website updates) should be funded either by designated contributions or draws on reserves.
9. Such extraordinary expenditures should be included in the annual budgeting process subject to disclosure to members.

**Reserves**

1. Reserves represent accumulated deficits and surpluses from all prior years.
2. NAVA will retain funds in reserve to provide for unforeseen adverse circumstances.
3. The minimum amount held in reserves should exceed the prior year’s membership dues revenue (a “rainy-day fund”).
4. That minimum should be held in a segregated bank account, invested for income.
5. Amounts above that minimum are available and should be used for planned extraordinary expenditures, following the annual budgeting process.

Adopted 26 August 2012, amended 2 February 2013 as the “Financial Policy”, last revised 21 November 2019