

Journal Editor Budget Process

1. VP-Publications discusses budget with new editors during the appointment process.
 - a. Line items in the General Fund Budget (posted online) pertaining to editors are:
 - i. Copying
 - ii. Prof. fees – Secretarial
 - iii. Supplies
 - iv. Telephone
 - v. Travel
 - vi. Misc.
 - b. Background -- GF Budget includes four years forward, and three prior actual years. This information could be a basis for incoming editors to prepare their own budget based on individual support requirements and local pay scales. At the same time new editors should not assume projected and prior expense totals as authorized budget amounts.
2. New editor submits proposed multi-year budget (for their term and including transition period) to VP-Publications, VP-Finance and Director of Finance within 60 days of appointment.
3. Director of Finance advises Executive Director and VP's on impact of proposed budget.
4. VP's discuss and decide to approve or reject proposed editor budget. Involve full Finance Committee via email if large increases are requested.
5. VP-Publications communicates decision to editor and negotiates any changes that may be required.
6. Final approved editor budget is sent to the Director of Finance .
7. Approved editor budget is incorporated in revised GF budget for the next February Finance Committee meeting.
8. Our current budgeting process includes a four-year forward budget to facilitate planning. Journal editors budget plans need to become part of the regular budgeting process so that impact/changes can figure into larger financial picture. Each year's budget process begins with development in January for presentation to the Finance Committee for discussion in February. The VP Finance takes the budget with changes to the spring EC meeting for discussion and approval.