

# STANDARD OPERATING PROCEDURES (SOP)

## Committee Budgets

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### STATEMENT OF INTENT

Provide a format and process for the Texas Trauma Coordinator Forum (TTCF) committee/workgroup budget requests by the committee/workgroup chair.

### PROCEDURE

- I. Yearly budgets should be submitted to the treasurer by the 4th quarter meeting each year.
- II. The committee budget should be ~~detailed-itemized~~ and exact.
- III. No budget will be accepted after the 4th quarter meeting year.
- IV. If a yearly budget request is not received by the committee/workgroup prior to the submission date, an amount, based upon historical use and forecasted projects, will be allocated by the Executive Board at the Strategic Planning Meeting.
- IV. The final proposed budget will be presented to the Executive Board for approval at the Strategic Planning Meeting held in January.

References: None

Authors: Strategic Planning Committee

Date:

January, 2003 – Written  
February, 2009 – Reviewed  
March, 2017 - Revised