

STANDARD OPERATING PROCEDURES (SOP)

Committee Budgets

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 calendar year meeting of the general membership.
- II. The committee budget should be detailed, itemized, and exact.
- III. No budget will be accepted after the 4th calendar year meeting of the general membership.
- 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:

Authors:

Strategic Planning Committee

Date:

January, 2003 – Written
February, 2009 – Reviewed
March, 2017 – Revised
March, 2018 – Revised
2019 - Revised