

**EMERGENCY NURSES ASSOCIATION
CALIFORNIA STATE COUNCIL
STANDARD PROCEDURE: COMMITTEE BUDGETARY PROCESS**

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I. PURPOSE

To outline the process to develop a Standing Committee/Special Appointment budget for each calendar/fiscal year.

II. PROCEDURE

A. The Committee Chair and Chair-Elect shall, with input from Committee members, develop and submit a proposed budget to the State Council Treasurer each August at the State Council meeting. Special Appointees whose appointments are funded will also develop and submit a proposed budget. This proposed budget will be for the next calendar year.

B. Use the PROPOSED BUDGET FORMAT, include:

1. Operational Expenses
 - a. Telephone / FAX
 - b. Postage
 - c. Photocopy
 - d. Other miscellaneous
2. Travel Expenses
 - a. lowest available airfare purchased twenty-one (21) days in advance of travel
 - b. mileage will be reimbursed at current federal rate (total mileage reimbursement shall not exceed the amount of lowest available airfare purchased twenty-one (21) days in advance of travel)
 - c. for additional reimbursement or restrictions see Standard Procedure: Reimbursement of Expenses
3. Program /Project Expenses
 - a. Itemize all expenses
4. Per diem of fifty dollars (\$50) for Chair per State Council meeting, subject to completion of duties, not to exceed three hundred dollars (\$300) per year.
5. Additional budgetary items will be considered on an individual basis. Attach a letter of request, include rationale for expenses, and specifically state how this item or items relate to the State Council and committee_goals and strategic plan.

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- C. The Board of Directors may recommend changes and will return the proposed budget to the Committee Chair. The Committee Chair will make revisions as necessary and resubmit the proposed budget for final approval to the Treasurer for the November State Council meeting

- D. Board approval of all budgetary items is dependent on availability of funds.

ORIGINAL APPROVED BY STATE COUNCIL: September 1994
REVIEW: May 2003
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