

**THE UTAH OCCUPATIONAL
THERAPY ASSOCIATION**

Subject: Budget
Code: BPPC 10/04

Policy: 19
Eff. Date:

Revised Date:

Rescinded:

Purpose: To define the procedure for creating, maintaining, and executing the UOTA budget.

Procedures:

1. Each standing committee chairperson submits to the EB an annual report describing committee activities during the membership year, including a statement of budget monies spent, and including a recommended budget for the next membership year.
2. The Treasurer drafts a budget based upon the recommendations of the committee chairpersons and the Executive Board members. The EB approves the budget put forth by the Treasurer on an annual basis.
3. The President's budget shall include the costs for attending the AOTA Annual Meeting to keep the UOTA well informed on national issues and changes.
4. The Treasurer oversees the budget and updates the Executive Board (EB) each meeting on the status of UOTA finances.
5. No EB member, committee member, or committee chairperson shall spend more than their allotted budget in the current annual budget without gaining approval by 2 UOTA officers for additional funds.
6. All members must turn in an Expense Authorization Form (see Policy 5) for all expenses accrued.
7. The treasurer will update the EB annually about rules regarding non-profit tax status.
8. Treasurer shall compile a summary of income, expenses, and balance and submit this information in the annual report.