

UNITED STATES POWER SQUADRONS
DISTRICT 9
STANDARD OPERATING PROCEDURE

Title:

DEPARTMENT BUDGET CONTROL

No. **10**

Date Created: 28 Aug 1996

Revised: 24 Mar 2012

The District Commander delegates the control of the individual department budgets to the respective department head within the following parameters.

1. The department head can approve expenditures for his department up to budgeted amounts.
2. Approvals for unbudgeted items must have the approval of the District Commander or be approved by a vote of the Conference.
3. Individual committees may be authorized to exceed their budget by the supervising department head as long as the amount can be contained within the department's total budget.
4. Department heads should forward a budget recommendation to the District Commander by the Fall conference for consideration in the budget for the coming year.
5. All committee chairmen should be informed of budget control procedures.
6. Requests for unbudgeted items may be initiated and/or recommended by the Council to the D/C during the interim periods between conferences. Requests must be accompanied by an evaluation by the Budget and Finance Committee

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SOP 10 HISTORY:

CREATED 28AUG1996

REVISED 24MAR2012