

Standing Rules

Texas Oral Health Coalition Board of Directors

Budget and Finance Committee

The Budget and Finance Committee shall meet upon the call of its Chairman. The Committee shall be composed of two members of the Board of Directors and the Treasurer. The Treasurer shall be the chair of this Committee. The two members of the Committee are elected at the post Annual Meeting board meeting and shall be current members of the Board.

It is the responsibility of the Committee to prepare a yearly budget for approval by the Board at each Annual meeting. The budget should support the goals and strategic plan of the Coalition. All officers, directors and committee chairs will submit yearly budget requests to the Budget and Finance Committee.

The Committee will meet periodically to review the current year's budget and make appropriate recommendations to the Board.

All Coalition Board resolutions that require expenditures not previously budgeted will be referred to the Budget and Finance Committee for its approval before being voted on by the Board.

In addition to the Coalition Chairman and Treasurer, one other member of the Budget and Finance Committee shall review monthly financial reports.

The Treasurer and the Coalition Chair shall have check signing authority. Dual signatures are required on checks of \$500 or more.

The Budget and Finance Committee will establish guidelines and monitor use of the Coalition credit card.

The Treasurer shall maintain a computerized bookkeeping system, recording all deposits, checks, transfers, service charges, interest earned or other transactions for all Coalition accounts.