**Missouri Emergency Nurses Association (MOENA) BUDGET POLICY**

All MOENA board of director members and committee chairpersons who develop and manage budgets are responsible to work within the constraints of the established budget. It is the responsibility of the individual who maintains accountability for the budget process to utilize the monies allocated in the best interest and purposes of the Missouri Emergency Nurses Association. Budgeted monies may not be utilized for purposes other than those planned in the budget process and must be accounted for at each state council meeting and as requested.

It is the responsibility of MOENA Board of Directors and committee chairs to prepare a budget describing the purpose of all expenditures and a dollar amount anticipated.

1. Budgets for the following year will be submitted at the final state council meeting of each year.
2. All proposed budgets shall describe the purpose of all expenditures and a dollar amount anticipated for those expenditures.
3. No expenditures over a budgeted amount by the state council, a committee of the state council or other person or group authorized by the state council shall occur without going through the process outlined herein.
4. If a committee chair or other responsible state council representative perceives a need for expenditures over the amount budgeted, they shall:
	1. Prepare a report outlining the reasons the anticipated overage arose.
	2. Submit a request to the state council for the anticipated sum of money.
	3. If the need is anticipated to be required before the next state council meeting, the request shall be made to the MOENA Board of Directors.
5. All expenditures of MOENA funds shall have been previously budgeted or approved by the State Council or MOENA Board of Directors and shall be made by the person given responsibility in the budget or their designee. Committee chairs are responsible for committee budgets.