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| Procedure:  | **Finance Committee**  |
| Number:  | SOP-201  |
| Authority:  | SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees  |
| Reference:  | SSCA By-Laws Section 14: Committees; Kenneth Law Scholarship Award Committee, SOP-402;  |
| Effective Date:  | February 2, 2002  |
| Revises Previous Date:  | July 15, 1998  |
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The committee will:

1. Maintain a budget manual to be used by the Treasurer to classify expenses of the Association and make any changes to the budget manual at the Mid-Winter Training Conference.

2. Prepare budget for SSCA and submit to the Executive Board at the Annual Summer Training Conference (beginning 1990).

3. Review the budget submitted by the President (President-Elect to submit for his/her year as President) for approval prior to submission to the Executive Board at the Annual Summer Training Conference.

4. Review the budget submitted by the Executive Secretary prior to submission to the Executive Board at the Annual Summer Training Conference.

5. Review the Host Committee budget prior to submission to the Executive Board at the Mid-Winter Training Conference and make recommendations to the Executive Board regarding the Budget.

6. Review the Program Committee budget prior to submission to the Executive Board at the Mid-Winter Training Conference and make recommendations to the Executive Board regarding the budget.

7. Review any set-aside monies prior to their being granted to determine the expenditure’s impact on the Association’s future.

 8. Review/monitor expenditures for Scholarships and, if it becomes necessary, make recommendations to further finance said scholarships.

 9. The Finance Committee Chair shall review the financial records for accuracy at the Mid-Winter meeting. In the event of any discrepancies, the Treasurer shall reconcile such discrepancies within 45 days. The financial records will be reviewed again by the Finance Committee Chair upon correction of discrepancies.