

<b>Central Florida HIV Planning Council (CFHPC)</b>		
Bylaws Reference: Not Applicable		
Scope: RWHAP Part A		
Program procedure: CFHPC-POLICY-15		
Title:	<b><u>Planning Council Support Budget</u></b>	Effective: 2/28/2018 Revised: 2/14/19, 2/27/19, 4/24/24

**Purpose:**  
To develop a balanced budget that meets the needs of the Planning Council.

**Policy:**  
The Planning Council, the RWHAP Part A Recipient and the Planning Council Support Manager together shall decide what funds are needed and how best to spend those funds. The use of RWHAP Part A funds is guided by HRSA’s requirements and expectations.

- Procedure:**
1. Planning Council Support negotiates with the RWHAP Part A Recipient’s Office to determine the total amount of the 10% Administrative Costs that shall be allocated for Planning Council Support.
  2. The Planning Council Support Manager develops a budget based on identified needs and the previous year’s expenditures.
  3. The Planning Council Co-Chairs shall review the proposed budget with the Planning Council Support Manager and determine the annual budget.
  4. The Planning Council Support budget shall be presented to the Executive Committee and the body at large for approval.
  5. The Service Systems Planning & Quality Committee reviews the approved budget quarterly and recommends budget amendments as needed.

Note: The CEO establishes the Planning Council and thus has the authority to review and approve Planning Council policies.