

Council Budget Process

Minnesota Council for HIV/AIDS Care and Prevention

The [Ryan White HIV/AIDS Program Part A Manual](#) states that Planning Council/Planning Bodies (PC/PB) must be involved in the development and management of a PC/PB operating budget. The funds used for PC/PB support and operations come from within the 10 percent administrative cost cap of the Ryan White HIV/AIDS Program Part A award. The Part A Manual states that “the PC/PB must negotiate the size of its support budget with the recipient to carry out its legislative and programmatic responsibilities and then is responsible for developing and managing said budget within the recipient’s grant management structure” (p. 36).

The following process was passed by the Minnesota Council for HIV/AIDS Care and Prevention on February 13, 2024.

Proposed Council Budget Process

Proposed Council Budget Process		Activity product	When	Lead
1. Annual council budget approval process				
1.1	Council staff will receive a draft council budget from the Hennepin County Ryan White HIV/AIDS Program (Part A) for the upcoming fiscal year. The budget will include, but is not limited to, operating costs, such as in-person meeting budget, meeting reimbursement costs, hiring of consultants to carry out council legislative responsibilities, etc.	Draft council budget for upcoming fiscal year	June annually	Part A/Council staff
1.2	Council staff will present the proposed council budget to the Planning & Allocations Committee in the July meeting. Council staff will take negotiations (if any) back to Part A. and final budget is presented/approved by PAC no later than the August meeting.	Council budget presentation in July Planning & Allocations Committee meeting; Final budget approved by PAC no later than August meeting	June/July annually PAC meeting	PAC./Council staff
1.3	Executive Committee reviews council budget and if there are no changes, forwards to the council for full approval.	Council budget approved by MCHACP	July/August annually MCHACP meeting	MCHACP/Council staff
2. Quarterly budget report				
2.1	Planning and Allocations Committee, Executive Committee, and MCHACP will receive a Q1 (March 1 – May 31) budget report.	Q1 Budget report	July annually PAC meeting	Council admin specialist
2.2	Planning and Allocations Committee, Executive Committee, and MCHACP will receive a Q2 (June 1 – August 31) budget report.	Q2 Budget report	November annually PAC meeting	Council admin specialist

Proposed Council Budget Process		Activity product	When	Lead
2.3	Planning and Allocations Committee, Executive Committee, and MCHACP will receive a Q3 (September 1 – November 30) budget report.	Q3 Budget report	February annually PAC meeting	Council admin specialist
2.4	Planning and Allocations Committee, Executive Committee, and MCHACP will receive a Q4 (December 1 – February 28) budget report.	Q4 Budget report	June annually PAC meeting	Council admin specialist
3. Committee activity budget request				
3.1	The work of the council is done via committees. Therefore, it's possible that throughout the fiscal year, committees may request additional operating funds to complete their work (for example, requested trainings, community events, and so on). When a committee requests additional funds, council staff will draft a budget proposal for review at the next Planning and Allocations Committee meeting.	Committee activity budget approved by Planning and Allocations Committee	PAC Committee meeting	Committee/ PAC. Cmte./council staff
3.2	If approved by the Planning and Allocations Committee, budget proposal will be sent to Executive Committee/MCHACP for review and approval.	Committee activity budget approved by Executive/MCHACP	Executive / MCACHP meeting	Executive/MC HACP/council staff

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