

2014-2015 Budget Request Form
Oconto County 4-H Leaders' Association
4-H Education and Activities

Committees, program coordinators, resource/key leaders, and all other events and activities should use this form and process for budget requests for funding from the Oconto County 4-H Leaders Association. This will allow the Association to properly budget/allocate funds for the next year. Requests for funds should be submitted as a budget item for the upcoming year.

PLEASE NOTE: Approved funds will be for submitted expenses only. Any changes in items purchased, etc. must be approved by the Board of Directors.

Section I: General Information

Request submitted by:

Name _____ Phone _____

Address _____ City/State _____ Zip _____

Section II: Budget Proposal

A. What county project/activity/group/committee is the request for? _____

B. What will the funding be used for? _____

C. List specific cost(s), using reverse side if necessary _____

D. Total funding requested: \$ _____ Account area _____

Section III: One Time Expenditure Proposal

A. What county project/activity/group/committee is this expenditure for?

B. Will this expenditure occur again next year? Yes No Maybe
If yes, complete next two lines.

Month(s) expenditure will occur in: _____

Approval needed by: _____

C. Total funding requested: \$ _____ Account area _____

Instructions for Completing Budget Request Form

Complete all information required. The finance committee will review all budget requests and will recommend an annual budget to the Leaders Association Board of Directors for approval. If the budget request is modified or rejected by the Finance Committee, the person who submitted the request will be notified and they may appeal the decision of the Board of Directors. The approved annual budget will be distributed upon request.

Mail request by **March 5th** to: Budget Request, Oconto County 4-H Leaders Association, Treasurer