

Woodworkers of Central New York, Inc. Budget Request Form



Description	Information
Requestor Name, Contact Phone, & Email	
Event, Activity &/or Purpose	
Date & Fiscal Year Funds are Required	
Requested Amount or Change in Funds	
Corporate or Committee Requesting Funds	<input type="checkbox"/> Corporate <input type="checkbox"/> Carvers <input type="checkbox"/> Scrollers <input type="checkbox"/> Woodturners <input type="checkbox"/> Woodworkers
Budget Category	
Comments	

President or Committee Chairperson Sponsor: _____ Date: ___/___/___

Completed form shall be emailed to treasurer.woodcny@gmail.com or mailed to
Woodworkers of Central New York, Inc., P O Box 661, Syracuse, NY 13214

Received by Treasurer: Date ___/___/___

<\$300 President Approval: By _____ Date ___/___/___

>=\$300 Board Approval: By _____ Date ___/___/___

Approval Comments: _____

Woodworkers of Central New York, Inc.

Policy for Budget Requests



Members may be required to make or recommend purchases or expenditures in support of or on the behalf of the Woodworkers of Central New York, Inc. (Woodworkers CNY). All expenditures must be defined, budgeted, and approved.

When an individual is asked or decides that an unbudgeted or underbudgeted expenditure is warranted, the following actions and approvals are required:

- ✓ Define the expenditure and funding requirements using the current *Budget Request Form*
- ✓ Obtain appropriate review and sponsorship by the President for Corporate related items or Committee Chairperson for committee specific items
- ✓ Submit completed form to the Treasurer for approval processing

The Treasurer upon receipt of a Budget request shall:

- ✓ Record the date the completed form was received
- ✓ Note the appropriate approval entity on the form and forward form to the:
 - President for approval of budget requests under \$300
 - Board of Directors for approval of budget requests of \$300 or more
- ✓ After processing of approvals is complete, document the required budget changes, file the form, and forward a final copy of the form noting Approval/disapproval to the preparer and President or Committee Chairperson

When accelerated reviews and approvals are required, the Treasurer can process these forms via electronic means. A complete list and individual responses must be documented and attached to the original form.

Referenced Form: Budget Request Form

Motion and first reading: November 28, 2018

Second Reading: January 23, 2019

Approved: January 23, 2019