

**BUDGET REQUEST FORM
WAUKESHA COUNTY 4-H LEADER'S ASSOCIATION
FUND FOR 4-H EDUCATION**

Committees, program coordinators, resource/key leader, and any other events or activities should use this form and process for budgeting requests for funds from the Waukesha County 4-H Leader's Association, Fund for 4-H Education. This will allow the Association to properly budget the next 4-H program year. Requests for funds that are not budgeted can be submitted as a one time request, using Section III below. If anticipated to repeat, the request should be submitted as a budget item for the following year. A budget expense is defined as a proper and reasonable expense for materials and supplies needed to support the effective functioning of the county 4-H program. Building rental fees for project meetings are not covered under the budget.

SECTION I: GENERAL INFORMATION

Request Submitted by:

Name _____ Telephone number _____

Address _____ City/State _____ Zip Code _____

SECTION II: BUDGET REQUEST

- A. What County Project/Activity/Group/Committee is the request for?
- B. What will the funding be used for?
- C. List Specific Cost(s):
- D. Total Funding Requested: \$ _____ Account Number (if known) _____

SECTION III: ONE TIME EXPENDITURE REQUEST

- A. What County Project/Activity/Group/Committee is this expenditure for?
- B. What will the funding be used for?
- C. List Specific Cost(s):
- D. Total Funding Requested: \$ _____ Account Number (if known) _____
- E. Will this expenditure occur again next year? Yes ___ No ___ Maybe ___
If yes, see instructions for completing a Budget Request form below*.

<u>FOR FINANCE COMMITTEE USE ONLY</u>		
Finance Committee:	Approved: _____ Denied _____	Date: _____
Reason: _____		

Executive Board Appeal:	Approved: _____ Denied: _____	Date: _____
Reason: _____		

All one time expenditures for more than \$100 and not budgeted need to be pre-approved. Pre-approval is not needed for justified expenditures under \$100. A justified expenditure is defined as a proper and reasonable out of pocket expenditure for materials and supplies needed to support the effective functioning of the county 4-H program. All Budget Requests must be submitted to the Finance Committee for review.

***INSTRUCTIONS FOR COMPLETING A BUDGET REQUEST FORM:**

Complete all information required. Submit all budget requests for the upcoming year prior to March 15th. The Finance Committee will review all budget requests and will recommend an annual budget to the Leader's Association Executive Board for approval. If the budget request is modified or rejected by the Finance Committee, the person(s) submitting the request will be notified and they may appeal the decision to the Executive Board at the January Board meeting.