

## COVERSHEET

### SEAHO BUDGET REQUEST FY 20\_\_\_\_\_

**BUDGET PROCESS:**

The Committee Chair is to work with their committee to prepare a budget request for each fiscal year (January 31, 2008 – February 1, 2009). The budget request should show expected date of expense, itemizations and estimated amount of expenses for each activity, program, reception, gift etc. The committee chair submits the prepared budget to their Member-at Large.

The Member-at-Large will submit the budget to the SEAHO Treasurer before the mid-year meeting. The SEAHO Treasurer will provide a collective budget from all committees to the Budget Review Committee at the mid-year meeting. The Budget Review Committee will either approve the committee’s budget as submitted or work with Committee Chair and Member-at-Large to make adjustments.

The Member-at-Large will notify the committee chair of the approved FY budget before December 1.

**INSTRUCTIONS:**

Please use this form as a cover sheet. Attach this form to either the “SEAHO Budget Request” worksheet or a printed copy of an MS Excel worksheet. Submit this form and worksheet to your Member-at-Large.

Date Submitted:	
Committee Name:	
Budget Submitted By:	
Mailing Address:	
Phone Number:	
Email Address:	
Budget Amount Requested:	\$ _____ (attach all worksheets)
Previous Year Actual Expense:	\$ _____ (obtain from Member-at-Large or SEAHO treasurer)
Year to Year Percent Increase / Decrease:	_____ % increase / decrease (circle one)
Justification For Increase / Decrease:	<b>PLEASE ATTACH LETTER OF JUSTIFICATION</b>

<p><b>MEMBER-AT-LARGE USE ONLY</b></p> <p>DATE RECEIVED: _____</p> <p>DATE SENT TO TREASURER: _____</p>	<p><b>SEAHO TREASURER ONLY</b></p> <p>DATE RECEIVED: _____</p> <p>DATE SENT TO BUDGET REVIEW COMMITTEE: _____</p>
<p><b>SEAHO BUDGET COMMITTEE</b></p> <p>APPROVED: <input type="checkbox"/></p> <p>APPROVE WITH CHANGES: <input type="checkbox"/></p> <p>NOTES: SEE ATTACHED EXPLANATION(S)</p> <p>DATE: _____</p>	<p><b>SEAHO TREASURER ONLY</b></p> <p>DATE RECEIVED: _____</p> <p>DATE SENT TO MEMBER-AT-LARGE: _____</p>