

AREMA Budget Allocation Request Form – Fiscal Year 2012

**For use by Technical Committees to request Fiscal Year 2012 Budget allocation.
(Standing Committee operations are funded through the regular Budget process.)**

Committee Number ____ Committee Name _____

Total Amount Requested: \$ _____

Estimated Disbursement schedule (when will funds be required – if at several times, list all):

Purpose:

Justification: (Committee Regulations require that regular Committee meeting activities be self-supporting. If funds are being requested for meeting-related activities, please provide justification as to why Association funds should be budgeted to cover the above requested items.):

Submitted by Committee Chair: _____

REQUIRED: Reviewed and approved by Functional Group V. Pres.: _____

Date: _____

Procedure:

- **Budget Allocation Requests must be submitted to AREMA Headquarters no later than 31 August. Requests should be prepared by Committee Chairs and forwarded to the Functional Group Vice President for review and preliminary approval prior to the deadline.**
- Budget Allocation Requests will be reviewed (and may be modified) by the Finance Committee.
- The Finance Committee will make recommendations to the Board of Governors.
- The Board of Governors will approve the total Association Budget (including any recommended Committee allocations) in November. Notifications will be sent in early December. The Association fiscal year is 1 January – 31 December.
- Requests for disbursement of funds within the approved Budget allocation must be submitted by the Committee Chair to the Executive Director/CEO. Requests for funds in excess of the approved Budget amount will not be processed.