

Description	Revision:
Request for Non-Budgeted Funds SOP	1/20/2014
Owner:	
Treasurer	

SCOPE:

The Treasurer is responsible for administering the Request for Non-Budgeted Funds {RFNBF}.

This Request for Non-Budgeted Funds (RFNBF) SOP is designed to document the requests for any financial projects that are not in the current (and BOD-approved) budget.

RFNB-Form:

A copy of the form is located on the Mid-Florida Chapter’s website and is included as APPENDIX A in this procedure.

Completion of the RFNB Form:

The BOD member requesting the non-budgeted project is responsible for completing the form, and any additional documentation to support the request. This may include, but is not limited to a revenue/expense projection and/or a cost/benefit analysis, or any other documentation requested by the BOD.

Either the Secretary or the Treasurer will review the form prior to its submission to the BOD for approval.

Review of the RFNB Form by the BOD:

Once The RFNB form that has been reviewed by the Secretary or Treasurer, it may be submitted to the BOD for review and approval.

The initiator must present the RFNBF at a regularly scheduled BOD meeting, or must call a special meeting of the BOD (which can be conducted virtually). The initiator must be present at the time the RFNBF is presented in order to allow the BOD an opportunity to have questions answered.

The BOD will review and vote on the RFNBF and no funds may be spent until approved by the BOD.

APPENDIX A

Description of purpose:
Estimated cost (<i>attach documents if appropriate</i>):
Date of implementation:
Recommendation to reduce a current budget item(s): Yes _____ No _____ (<i>explain</i>)
Date of Request: _____
Requestor: _____
Reviewer: _____ (<i>Secretary or treasurer of Mid-Florida Chapter</i>)
Date Reviewed: _____