

Administrative process related to funding requests not
already approved through the budgeting process
(to be included in the Policies and Procedures Manual)

Tom Hartsock, Treasurer

12/13/11

Funding requests that do not have prior approval through the budgeting process are to be sent to the Finance Committee Chairperson one week prior to being presented to the full Board. The proposal shall be in writing and follow the format and include all elements detailed on the attached form.

The Finance Committee will take the following actions:

- Thoroughly evaluate the proposal
- Vote to recommend accepting, rejecting or tabling (with reasons specified) the proposal
- Assign a budget line to the proposal, determine if enough money is available and propose a budget amendment if appropriate
- Present the proposal and the Committee's findings and recommendations to the Board, including a motion to accept, reject or table the proposal

The MCFB President would have the option to allow a proposal to go directly to the Board, without Finance Committee review, if circumstances justify circumventing the review process. But proposals should not be presented to the Board without the relevant information routinely requested by the Finance Committee on the attached form.