

FRCA Budget Request Form for 2019 Budget

The purpose of this form is to communicate substantive budget changes from previous fiscal years. For example, a new form would not be required for continuation of a budget line item with no change in scope of work or funding allocation, or for renewing an ongoing contract unless there is to be some significant change in the way that contract is to proceed in the new budget year. By 15 July completed Budget Request Forms are to be sent to the following three people: chairman of the FRCA Finance Committee, FRCA General Manager, and the FRCA treasurer.

Committee:

Date:

Chairman / Requester:

Item requested:

Status (a short statement like: new request, or rejected for funding in 2016 budget.)

General description of goods or services needed (what is different with the new budget year?):

Why is it needed; what problem will it solve?

When is it needed, and why is it needed then?

What happens if no action is taken?

Estimate the cost and explain how the cost estimate was obtained.

Other important information:

Continue on back if necessary.