



## Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2020
PROJECT PROPOSAL TITLE:	ERDBA Operating Reserve Fund
SUBMITTER NAME:	Ellen Law, Leigh Vlasblom, Heather Sullavin, Samantha LeValley
SUBMITTER CLUB:	ERDBA Officers

### About this project

<b>ACTION</b> - (The HOW) describe how to get this done: <ul style="list-style-type: none"><li>Declare \$20,000 of ERDBA's current cash as an Operating reserve. Accessible ONLY with ERDBA Board of director approval.</li></ul>
<b>DESCRIPTION</b> - (The WHAT) describe the project and scope: <ul style="list-style-type: none"><li>This provides a sort of "rainy day fund" for emergencies or future projects. Our 12/31/2019 bank balance is at \$52K, which allows us the flexibility to create this reserve.</li></ul>
<b>BENEFIT TO ERDBA</b> - (The WHY) list benefit(s) to ERDBA and/or Members: <ul style="list-style-type: none"><li>This is an unrestricted fund balance set aside to stabilize our finances by providing a cushion against unexpected events, or large unbudgeted expenses.</li></ul>
<b>REQUIREMENTS</b> - (The NEED) list support needed to initiate and complete project: NONE

### Operational Budget

<b>REVENUE</b> - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA: NONE
<b>EXPENSES</b> - estimated expenses, costs: NONE
<b>NET ANNUAL BUDGET IMPACT TO ERDBA</b> - estimated: NONE

### Project Details / Logistics

<b>SITE</b> - Project Location: N/A
<b>EQUIPMENT REQUIRED</b> : N/A
<b>DATE(s)</b> (please try not to conflict with area member events): ASAP
<b>Other Comments</b> : <ul style="list-style-type: none"><li>The reserve fund will be accessible by the Board of Directors for any need they may deem necessary, but not for ordinary annual regional activities nor to fund USDBF special projects.</li></ul>

<b>Director name/date:</b>	<b>Confirmed by Exec Officer:</b>
<b>Circle Vote:</b> Yes No Abstain	<b>Reason for "No" vote:</b>
Ver 10.23.18	