



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2017
PROJECT PROPOSAL TITLE:	Officer Expense Account
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	NJDBC

About this project

ACTION – (The HOW) describe how to get this done:

Approve an expense account up to \$1,500 for ERDBA executive committee to use towards discretionary expenses or special activities fund during 2017.

DESCRIPTION – (The WHAT) describe the project and scope:

Occasionally executive committee (officers) makes purchases in behalf of ERDBA in their day-to-day operations. This expense account “caps” these non-budgeted spending. Additional funds require director approval through another request form.

BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:

Saves officers from having to submit director requests for smaller purchases, expenses or supporting special activities not currently in the budget. Helps creates an atmosphere of spending discipline. Provides executives flexibility to care for the day-to-day discretionary operations in behalf of the region, but also clearly caps this spending pending additional Director approval.

REQUIREMENTS – (The NEED) list support needed to initiate and complete project:

none

Operational Budget

REVENUE – estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA:

none

EXPENSES – estimated expenses, costs:

No greater than \$1,500 (one thousand five hundred dollars) during the calendar year: Jan 1, 2017 - Dec 31, 2017.

NET BUDGET IMPACT TO ERDBA - estimated:

No greater than \$1,500 for the calendar year: 2017.

Project Details / Logistics

SITE – Project Location:

None

EQUIPMENT REQUIRED:

Access to this expense account requires approval from majority of ERDBA officers and only paid when presented with receipts.

DATE(s) (please try not to conflict with area member events):

January 1 - December 31, 2017