



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2016
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 \$500 for ERDBA officers to use up to 12/31/2016 if needed.

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

Occasionally officers need to make purchases in behalf of ERDBA in their day-to-day operations. This expense account “caps” officer 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. Helps create an atmosphere of spending discipline. Since April 2, 2016, ERDBA shut down all spending because 80% of our 2016 revenues were spent. Creating an executive expense account provides executives some flexibility to care for the day-to-day discretionary operations of the region, but also clearly caps this spending pending additional Director approval. Although I do not expect to have any expenditure for the final quarter of 2016, requesting access to funds if needed.

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 \$500 for 4th quarter 2016

NET BUDGET IMPACT TO ERDBA - estimated:

No greater than \$500 for 4th quarter 2016

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):

Nov 12-Dec 31, 2016

At this time, ERDBA officers do not expect or plan any purchases for Quarter 4 of 2016.