

Task Force/Committee Budget Request Form

Board members must submit a budget request form for each Committee, Task Force, activity, or function that needs to be funded for the coming year.

Task Force _____ Budget Line # _____

Task Force Chair _____

Councilor _____

Monitoring Board Member _____

Long Range goal (from strategic plan or committee purpose - see bylaws):

Annual goal or Task Force/Committee objective:

Activities in order of priority:

Budget Request: Include the actual amount you anticipate needing to accomplish appointed goals. Do not take income/revenue into account. Please round all amounts up to the nearest five dollar (\$5) increments.

Printing _____ \$ _____

Postage _____ \$ _____

Telephone/Fax _____ \$ _____

Miscellaneous _____ \$ _____

Travel _____ \$ _____

Meetings _____ \$ _____

Meals _____ \$ _____

Other _____ \$ _____

TOTAL BUDGET REQUEST FOR TASK FORCE/COMMITTEE \$ _____

COMMITTEES: Please list breakdown/description of activities which generate your budget request items.

SUBMITTED BY: _____