

ElderStudy Administration Committee Memo

To: ElderStudy President, Curriculum Committee Chairperson, Membership Committee Chairperson, Administration Committee Chairperson

Copy to: ElderStudy Board of Directors, ElderStudy Website, ElderStudy Bulletin Board

Date of Memo: March 5, 2014

Subject: ElderStudy Annual Budget Preparation for 2014-2015 Program Year

In accordance with ElderStudy Procedures, it is time to prepare a tentative operating budget for the 2014-2015 Program Year (September 1, 2014 to August 31, 2015). Budget inputs are hereby requested from the President, the standing Committees, the Treasurer, the Board of Directors, and the membership.

DUE DATE: The requested budget information should be submitted to the Administration Committee Chairperson **NOT LATER THAN April 28, 2014**. Subsequently, the members of the Administration Committee will review and consolidate the various inputs received. A Budget Recommendation will be prepared by the Committee at its May 27th Quarterly Meeting for subsequent submittal to/approval by the Board of Directors at their Quarterly Meeting to be held on June 4, 2014.

SUBMITTAL FORMAT: Budget submissions should address the needs and the issues-of-concern during the 2014-2015 Program Year for each Committee and for ElderStudy as an entity. A format for the submittals is provided as enclosure (1). Rationale for changes (additions and deletions) from the current budget (both categories and dollar amounts) should be documented in your submittals.

Questions and concerns relative to this request should be addressed to the undersigned.

Respectfully,

John Thompson, Administration Committee Chairperson [telephone 371-4827 or email johnsafet@cox.net]

Enclosure (1): 2014-2015 Budget Call Categories Reporting Form