

ATTACHMENT I



Jackson State University
Greater Washington, DC Area Alumni Chapter

Budget Request for Fiscal Year _____

Budget Line Item Number: _____

Budget Activity: _____

Amount Requested: _____

Explanation: _____

Submitted by: _____ Date: _____

Actions: Approved Approved with Adjustments Not Approved

Signed by Committee Chair: _____ Date: _____

Concurrence by President: _____ Date: _____

Budget Submission and Approval Schedule

- *Requests for budget revisions are due to the Budget Committee in **October**.*
 - *The Budget Committee shall review the Chapters operating budget quarterly for possible funding adjustments in **November**.*
 - *Requests for budget revisions are due to the Budget Committee in **January**.*
 - *The Budget Committee shall review the Chapters operating budget quarterly for possible funding adjustments in **February**.*
 - *Officers shall submit proposed operating budgets to the Budget Committee by the **March** Chapter meeting and shall include an outline of projected activities.*
 - *Requests for budget revisions are due to the Budget Committee in **April**.*
 - *The proposed Chapter budget shall be submitted in **April** of each fiscal year.*
 - *The Budget Committee shall review the Chapters operating budget quarterly for possible funding adjustments in **May**. The adjusted budgets shall be presented to the Executive Board with subsequent approval by the Chapter.*
 - *The Chapter budget shall be approved in **May** for the new fiscal year.*
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