

For use of the Budget & Finance Committee
Date Received: _____
Date of Action: _____
Action Taken: _____

**HOA Committee's Request for Additional Funding**

Instructions: The Committee making a request for funding not included in the current year's budget should submit this form to the Budget & Finance Committee for its recommendation to the Board. Funding requested may be for a single item or a one-time service, or for continuing services.

Individual homeowners who perceive an unmet need or problem in any area should bring it to the attention of the Committee(s) responsible for that area.

1. \_\_\_\_\_ of the \_\_\_\_\_

Committee may be contacted about this request by telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_ and / or email \_\_\_\_\_ @ \_\_\_\_\_.

2. Was this request discussed with another Committee? No / Yes, \_\_\_\_\_

3. Please attach a description of the item or service for which funding is requested.

4. \$\_\_\_\_\_ is requested, on a one-time / recurring basis. Please attach a copy of the information used for this estimate, and identify potential provider(s), if known.

5. When is the funding needed? \_\_\_\_\_

Please note: The Budget & Finance Committee will consider this request at its next regular meeting on the last Thursday of the month, unless earlier action is requested.

Date of submission to the Budget & Finance Committee: \_\_\_\_\_