

Off-Budget Funding Request Guidelines

Approved by PTO Board on February 9, 2016

Background

In addition to the budgeted expenditures in Operating and Capital Funds (approved at the September 2015 board meeting) as well as the annual fall grant program, the board is frequently asked for financial support for various initiatives throughout the year. These guidelines were created to provide an evaluation and approval process that is fair, accessible and equitable to all members of the Franklin-Randall community.

Recommended Guidelines

- 1) Requests for funding must be made in writing (email or written request) to a current member of the FRPTO Board. Contact information is available on the FRPTO website. The written request must include the following information:
 - a. Amount
 - b. Purpose
 - c. Timeline/Deadline
 - d. Other Potential Sources of Funding
- 2) It should be noted that these type of requests will trigger a more time-intensive, rigorous evaluation process and more scrutiny will be applied to individual requests.
- 3) The Board member who received the request will follow-up with PTO Board leadership to determine a plan for review of the request. One possibility is that the request can, in fact, be covered from existing budgeted and approved line items form the PTO Annual Budget.
- 4) If it is determined that no existing source of funding is available, the PTO Board leadership will likely place the request on the agenda for general board discussion at the next regularly scheduled board meeting. If the deadline for a particular request is before the next meeting date then, per PTO Board Bylaws, email may be used to communicate with the board about this request.
- 5) If the request is under \$1,000, the PTO Board may determine a course of action from the following options:
 - a. Fund the request from the reserve savings account,
 - b. Fund the request from either line item: Board Misc. or Board Discretionary,
 - c. Not fund the request,
 - d. Suggest that the request be tabled until the annual budget meeting for consideration for inclusion in the next PTO budget cycle.
 - e. Suggest that the request be tabled until the next annual PTO grants cycle.

- 6) Per current FRPTO Bylaws the PTO Board may approve ‘unbudgeted expenditures’ under \$1,000. Budget requests of \$1,000 or more (including details described in #1 above) must be made to the PTO membership via notice in the PTO listserv and e-mail newsletter at least 14 calendar days prior to the Board meeting at which a vote is scheduled on the funding request. This notice shall include contact information for sending comments as well as the date of the PTO Board meeting where the item will be discussed and member comments can be made.
- 7) The board member that received the initial request will be responsible for all follow-up communication with the individual making the request.
- 8) If the budget request is for a new operating expense that could be ongoing, the Board shall discuss potential plans for sustainably funding the new expense (i.e. increasing annual fundraising or reducing another budget line item in the future to accommodate the new expense).
- 9) Please refer also to the *PTO Capital Fund Guidelines* in consideration of this funding source for off-budget requests.