

ElderStudy Annual Budget Preparation for 2017-18 Program Year

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

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From: Barbara Barrett
Administration Committee Chairperson

Date: March 8, 2017

In accordance with ElderStudy's *Policies and Procedures*, it is time to begin preparations for a tentative operating budget for the 2017-18 Program Year (September 1, 2017-August 21, 2018). Budget inputs are hereby requested from the President, the Standing Committees, the Treasurer, the Board of Directors, and the membership.

Due Date. Submit your budget information in writing to me, the Administration Committee Chairperson, **NO LATER THAN MAY 4, 2017 (Thursday)**. Members of the Committee then will review and consolidate the information received. The Committee will prepare a Budget Recommendation at its May 24 Quarterly Meeting to be submitted for approval by the Board of Directors at its June 7, 2017 Quarterly Meeting.

Submittal Format. Budget submissions should address the needs of each Committee and of ElderStudy as an entity during the 2017-18 Program Year. A form for the submittal, entitled Budget Planning for 2017-18, appears on the back of this memo. Rationale for changes (additions and deletions) in the current budget (both categories and dollar amounts) should be documented in your submittal.

Contact Information. Contact me by email, barrettorr@verizon.net, or phone, 540-372-3463, with any questions or concerns. Otherwise, I shall expect your submission no later than May 4. Thank you.