

Lebanon Rotary Club

The Budgeting Process for Charitable Giving

The purpose of this document is to set out the steps required to build a working budget for charitable giving each Rotary year from July to June. That budget is considered in three (3) sections:

1. The funds requested by the 3 **Club Committees** for funds to run their outreach support programs:
 - a. Community Service
 - b. International Service
 - c. Youth Service

Club Service and Vocational Service Committees may also have some of their programs which would fall under the charitable giving and should be part of the budgeting process.

2. Funding of those people and organizations that can be identified in advance and be part of a **local, regional and/or Rotary campaign**, some of which might be matched by RI funding.
3. Requests received from **different organizations** and individuals throughout the year for funding of operations in general and specific projects designed to serve an existing need. (*See separate outline for this request*)

The process to build an approved budget for #1, **The Committee Budget**, is outlined below:

Working with the President-Elect, Club Committee Chairs shall submit budgets for proposed charitable giving no later than May 15th of each year. The President-Elect will then submit the total budget, broken out by committee requests, to the Finance Committee by June 1st. for review and recommendation to the Board of Trustees at the June meeting of the Board. The total Charitable giving Budget will be subject to review, revision and amendment and approved by the Board and then be submitted to the Club during the first weekly meeting in July.

After the charitable giving budget has been approved for the year and the Rotary year is underway, expenditures must still be reviewed by the Finance Committee. If the Finance Committee is concerned that the planned revenue to be earned is not happening as planned and the Club's resources will be negatively impacted by continuing to spend down the Charities fund balance the Finance Committee will make the Board aware of their concerns and the Board will vote to ok the expenditure and/or make changes, or not, going forward. Budgets are always subject to revision based upon the Club's current financial situation. Alternatively, the Club's finances may blossom after the budget is approved. The Finance Committee may then review any requests to supplement the Club's Charitable Giving Budget and forward its recommendation to the Board.

The process to build an approved budget for:
#2 a local, regional and or Rotary campaign
is as follows:

An elaborate application process is not required. Below is the documentation that we would like to have to be able to efficiently and fairly process your request. Failure to include the following items may result in your request being returned for missing information, which will extend the processing time.

1. The reason for your request.
2. The SPECIFIC AMOUNT YOU ARE REQUESTING.
3. Who will benefit from your Program or Project?
4. Proposed budget for your Program or Project.
5. A statement regarding other Organizations, Groups or individuals who have already given to the Program or Project which is outlined in your cover letter.
6. A brochure or narrative description of your Organization's or Group's activities and goals

The process to build an approved budget for:
#3 Requests from different Organizations
is outlined on a separate protocol.

Send all requests to: Finance Committee
slw@whitsbits.com

5/18/20