

Restricted Funds Guidelines

- Use of restricted funds should benefit the membership or target group
- Funds may be used to cover normal expenses i.e. materials used to present program, target group room charges, committee member expenses, etc., unless the donor specifies a specific purpose
- The Finance Committee and the EC must approve use of funds in advance when requested from the committee chair.
- Application for the use of restricted funds must be made to the Finance Committee Chair at least 45 days in advance of anticipated distribution. The following information must be included:
 - Purpose of the funds
 - Number of members, youth or women anticipated to benefit
 - Reason funds are being requested opposed to other avenues of funding
 - Date the funds will be needed
 - If funds are being used for a speaker or program, detailed information regarding the program and speaker must be included (i.e. bio of speaker or detailed outline of program)
- In approving requests, the Finance Committee and EC will balance the present need of the group with the preservation of funds for future use. If approving a request will deplete the funds in the reserved account, board approval is required.
- Funds must be used for the program intended or for a similar program benefiting the same audience for which the reserved account is intended.
- Restricted funds line items will be addressed annually by the Finance Chair and Executive Committee.

Approved by Board of Directors _____