**OHEF SHOLOM TEMPLE**

**Pro Forma Template for Committees**

Information for the Finance and Development Committee to

request funds for off-budget expenditures

Name of Requesting Committee or Auxiliary:

Submitted by: Date:

Title of Expenditure:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expenditure Explanation

1. Please give an explanation of this expenditure. When was it identified? Who identified it? Why does it need to be done? What vendors have you received estimates from? What other involved committees and/or Auxiliaries have been contacted? Please fill in the table with cost estimates.

|  |  |
| --- | --- |
| Item | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Cost: |  |

1. Why wasn’t this expenditure included in the last budgeting cycle?
2. What is the timeframe the project MUST be completed by? Provide supporting data or explain.
3. Provide Implementation Plan with Timetable:
4. Have you identified any possible funding sources other than Ohef Sholom Temple General Fund for this project?