[Insert Date]

**Committee Name & Chairperson(s)**: [Insert committee & chair’s first & last name]

**I. A detailed description of project/event & how it is consistent with LCMG’s Objectives**

[Provide a description of the committee’s planned activities for the upcoming year, including any projects, events, etc., & match it to at least one LCMG Objective (Article II of LCMG Bylaws]

**II. A detailed budget of expenditures and incomes**

|  |  |
| --- | --- |
| **[Insert Committee Name]**  | **Proposed Budget** |
| **Estimated Expenses** |
| Pre-order trees and shrubs for sale (wholesale pricing) | $ 9,000.00 |
| Advertising | $ 500.00 |
| **Total Budget Request** | $ 9,500.00  |
| **Estimated Income** *(total expenses + 18%)\** | $ 11,210.00  |

*\*Per LCMG Policies & Procedures, para 11.B., Fundraisers shall make at least 18% over and above all costs; committees not projecting income should enter zero or null (--)*

**III. Estimated time schedule for expenses**

Example:

Jan 20XX – Receive & pay wholesale invoice

Feb 1 – Apr 20, 20XX – Projected income dates (sale open to the public)

**IV. Committee Assets and Inventory On-Hand (Tangible & Intangible)**

Examples: Ask-A-MG Tablet, pop-up display, table banner

 Annual Plant Sale (# banners, plastic tags)

 Treasurer Laptop, Zoom Microphone, iBall camera, XX Square Readers

 Website Software License

Storage Facility Inventory

Bagged Soil (28 bags on-hand)