

To: CMBSC Auxiliaries/Departments Budgets

Subject: Request for Funds from Budget

This letter is to explain the procedure for requesting funds from the Treasury Office of CMBSC. As of March 2017 the Convention has an approved budget for each auxiliaries/Department of CMBSC with budget line items for each income and expenses. There is an authorized request for payment/reimbursement form that was issued for use in the registration bags issued to each person registering during the extended session.

To request for funds the authorized request for payment/reimbursement form must be filled out properly to assess or subtract from budget approved amount of each line item. Each amount requested must match the actual line of item in budget and must be listed in request form. You cannot request funds for line items not approved in budget or more than what amount that are listed in budget. This procedure helps to maintain the integrity of budget and to monitor budget activities.

We are asking for your cooperation to help facilitate a smooth procedure of issuing fund from Treasury office.

For more information please contact Rev Frank D Scott Jr, Director of Finance, or Rev W C Mitchell, Treasurer, at 501-310-4312, Email: fdscottjr@gmail.com or 501-786-1565, Email: mitchellwc@sbcglobal.net.

Rev W C Mitchell
Treasurer

Rev Frank D Scott Jr
Director of Finance