



Elders Budget Manager

Starting October 2021, the budget manager will be Nancy Hafner

Job description: Submits proposed budget to OCF budget committee, maintains budget spreadsheet, tracks, and reports expenditures.

Job requirements: Able to communicate clearly, detail oriented, able to use spreadsheets.

Equipment needed: Phone, computer, printer, internet, and transportation.

Specifics:

- Currently, the OCF operates under a two-year budget cycle. Every two years, a proposed budget request must be submitted to the Budget Committee.
- There is a narrative and a form component to the budget request. The request includes monies for administrative expenses, the Still Living Room, events, and the Geezer Pleezer. The request also includes a breakdown of estimated wristband, vehicle sticker and day pass needs. The request also includes food voucher and staff t-shirt requests. Look at prior years' budget submission and update as needed.
- The Elders Budget is due for submission to the Budget Committee in September of alternating years, but it is preferable to get it in by the end of August. Elders have two budget liaisons on the committee. Check to see who those individuals are. Email the budget to those individuals.
- Budget will be reviewed by the Budget Committee sometime between September and November. An approved budget will be sent to the budget manager in November or December. At that point, the committee is approved to begin spending amounts in the budget.
- Inform Still Living Room, Events, and Geezer Pleezer coordinators of dollar amounts available to them based on approved budget. Set up a budget spreadsheet to sort out these amounts for each group and track expenditures as information comes in. The OCF bookkeeper should occasionally email a budget update showing how much has been spent out of the budget overall.
- Submit reimbursement requests and receipts to the OCF office. The OCF will not reimburse individuals without a physical receipt of some kind. Receipts and reimbursement requests are due in to the OCF office no later than August 31 following the Fair event to allow ample time for the Treasurers to prepare financial statements in time for the annual meeting.

10/2/21