

HAINES TOWNSHIP

GUIDELINES FOR SUBMITTING BUDGET REQUESTS

All organizations requesting funding from Haines Township are asked to adhere to the following:

- All budgetary requests must be submitted in writing to the Board of Supervisors no later than October 1st of the current year for consideration in the following year's budget. Requests will be reviewed to determine if the request is an allowable expenditures under PA Second Class Township Code.
- Each organization must identify themselves as to the type and nature of their organization and give verification of their tax status. (Nonprofit, tax exempt, etc.)
- The request must explain the goals of the organization as they relate to Haines Township. The request should explain the current program, its accomplishments and area needing attention.
- The request must include a copy of the organizations current operating budget. Please list the dollar amount of the request.
- All organizations must give supporting documentation for their requests. Organizations receiving municipal funds must provide to the Township an annual itemized listing of all expenditures of these funds before the Township will consider budgeting any additional or future funding to the organization.

Please submit your request and supporting documentation to:
Haines Township, P.O. Box 244, Aaronsburg, PA 16820

(814) 349-8193, hainestownship@verizon.net
Susan E. Wenrick, Haines Twp. Secretary-Treasurer