

5900 EXPENDITURES FROM BROKERAGE ACCOUNT POLICY

The AAUW Texas Board of Directors shall be responsible for an annual review of the 5900 Brokerage Account.

The “5900 Expenditures from Brokerage Account” is a new budget line item, which has been created to track the expenditure of funds deployed from the 5900 Brokerage Account. The objectives of this oversight process are to:

- A. Allocate and spend an agreed-upon amount of the remaining excess funds for the benefit of the branches and their memberships in accordance with AAUW Texas and AAUW National mission priorities as established at the time of each review.
- B. Maintain sufficient reserves covering one year of AAUW Texas’ projected operating expenses.

5900 EXPENDITURES FROM BROKERAGE ACCOUNT PROCEDURES

At the end of each fiscal year and concurrent with the initiation of each new annual AAUW Texas budget, the AAUW Texas Financial Officer shall review the past year expenditures as reported under the 5900 Expenditures from Brokerage Account line item and recommend allocations for the new budget year. These 5900 account recommendations shall be submitted to the AAUW Texas Board of Directors for review and approval in conjunction with the adoption of the budget for the new fiscal year.

Current grants allocated under the 5900 Expenditures from Brokerage Account include:

- Project Grants for Branches – for local branch projects
- NCCWSL Grants for Branches – to send young women to AAUW’s NCCWSL
- Work Smart / Start Smart Grants for Branches – local workshops to be undertaken by individual branches

The AAUW Texas Board of Directors (Board) shall also annually review the types of grants offered to ensure that they are aligned with the current AAUW Texas and AAUW National priorities.

Each type of grant shall have a specific application form. Criteria and due dates for each grant type shall be determined by the AAUW Texas Board of Directors. A committee made up of several board members may be created to review the application submissions for completeness. The Board can request that the committee also review and rank the applications per the Board’s established criterion.

The judging shall be scored using a quantitative rubric based upon the criteria established by the Board.

Completed branch applications will then be presented to the entire board for final review and approval. Allocations to cover approved applications shall be reflected under the

5900 Expenditures from Brokerage Account line item in the financial reports of AAUW Texas.

THE PROJECT GRANT FOR BRANCHES APPLICATION SHALL SEEK TO ASCERTAIN:

- Contact information for the chair of the project.
- Amount requested for grant (ranging from \$100 to \$1000)
- Explanation of the project including the timeline and expected outcome
- Proposed budget and explanation of how funds will be used
- Amount of funding the branch will contribute to the project
- How the grant will benefit AAUW at the branch, State, and National levels
- What coalitions, if any, the branch is creating and what roles each organization shall play as well as which organization will be leading the undertaking.
- Explanation of why this project should be considered for a grant by AAUW Texas

Applications shall have a Fall due date and if the allocation is not depleted, a second application period shall be held in the Spring.

THE NCCWSL GRANTS FOR BRANCHES APPLICATION SHALL SEEK TO ASCERTAIN:

- Contact information for the branch's NCCWSL coordinator
- How much money the branch is requesting from AAUW Texas
- Number of women to be sent to NCCWSL
- Explanation of candidate selection process
- Description of how the branch plans to promote this program
- Explanation of why this request should be considered

Applications shall have a January 31 due date.

THE WORK SMART / START SMART GRANTS APPLICATION SEEK TO ASCERTAIN:

AAUW Texas will supplement funds with individual branches who decide to hold either a Work Smart or Start Smart workshop. AAUW Texas encourages geographically located branches to work together. The branch(es) must complete a simple application form.

The application should include:

- Contact information for a branch leader
- Number of women expected to attend the workshop
- How much money the branch is requesting from AAUW Texas
- Description of plans for promoting this event
- What coalitions, if any, the branch is creating and what roles each organization shall play as well as which organization will be leading the undertaking.
- Explanation of why this request should be considered for a grant by AAUW Texas

The AAUW Texas Board will review and determine the best choices for Work Smart / Start Smart grants. Application due dates will be determined by the AAUW Texas Board.