/ / Please reimburse me.

**Arkansas Reading Association**

**2016-2017 General Budget**

**Invoice/Reimbursement Request**

*Receipts MUST be attached.*

/ / Please pay the attached invoice.

/ / Please prepare check

**FOR OFFICE USE ONLY**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHECK #: \_\_\_\_\_\_\_\_\_\_\_\_**

**BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Return to:

Charles A. Clark

121 Longview Point

Hot Springs, AR 71913

Your Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee/Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AMOUNT REQUESTED:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Expenditure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Miles: \_\_\_\_\_\_\_**\_**\_ x .25 = \_\_\_\_\_\_\_\_\_\_**

**Check the budget item to which the expense should be attributed:**

Award Programs & Projects

\_\_\_\_Administrator Award ($50)

\_\_\_\_Advocacy ($0)

\_\_\_\_Diamond/Charlie May Simon ($2500)

\_\_\_\_Jo Flanigan Scholarship ($750)

\_\_\_\_Literacy Award Celebration ($300)

\_\_\_\_Special Projects

\_\_\_\_International Projects ($300)

\_\_\_\_Other

\_\_\_\_School-based Literacy Grant ($500)

(formerly Studies and Research)

Committees (Expenses)

\_\_\_\_Celebrate Literacy ($40)

\_\_\_\_Community Project ($25)

\_\_\_\_Diamond/Charlie May Simon Reading ($25)

\_\_\_\_Exemplary Reading ($40)

\_\_\_\_Intellectual Freedom ($25)

\_\_\_\_International Projects ($25)

\_\_\_\_Legislative ($25)

\_\_\_\_Media Outlets In Education ($25)

\_\_\_\_Nominating ($25)

\_\_\_\_Family Literacy ($25)

\_\_\_\_Publicity ($25)

\_\_\_\_Student Membership ($25)

\_\_\_\_School-based Literacy Grant ($25)

\_\_\_\_SCC and Diamond-Simon Travel ($600)

Conference/Meeting Expenses

\_\_\_\_2016 ARA Council Leadership Institute ($6800)

\_\_\_\_2017 Annual Conference Start-Up Fund ($5000)

Council/Individual Recognition

\_\_\_\_Diamond Award ($200)

\_\_\_\_IRA Honor Council (8@ $100 =$800)

\_\_\_\_Literacy Grants (10@$200 =$2000)

\_\_\_\_Local Council Honoree ($500)

\_\_\_\_Membership Awards ($300)

\_\_\_\_New and/or Struggling Councils ($0)

\_\_\_\_Other Recognition ($200)

Membership

\_\_\_\_Dues ($4500)

\_\_\_\_Supplies ($500)

\_\_\_\_Miscellaneous

Signature: \_\_\_\_*Krista Underwood*\_\_\_\_ Date: \_\_\_\_\_*June 30, 2016\_\_\_\_\_\_\_*

Officer Expenses (Travel $.25 per mile)

\_\_\_\_Event Coordinator ($2000)

\_\_\_\_IRA Coordinator ($2000)

\_\_\_\_Membership Director ($150)

\_\_\_\_Other Officer Expenses ($1000)

\_\_\_\_President ($2000)

\_\_\_\_Vice-President ($2000)

\_\_\_\_Postage (Bulk Mail & Postage) ($450)

Publications

\_\_\_\_Handbook & Directory ($0)

\_\_\_\_Image Brochure ($0)

\_\_\_\_Misc. Printing ($250)

\_\_\_\_Newsletters Electronic ($0)

\_\_\_\_The Reader/Journal (postage and printing) ($1400)

State Association Business

\_\_\_\_Bank Fees

\_\_\_\_Bank – Returned Check Fees

Board/Committee Meetings

\_\_\_\_Executive Board Retreat

\_\_\_\_Transition Meeting

Bookkeeper

\_\_\_\_Contract Fees

\_\_\_\_Supplies

\_\_\_\_Travel

\_\_\_\_Credit Card Fees

\_\_\_\_Event Coordinator Stipend

Executive Secretary

\_\_\_\_Contract Fees

\_\_\_\_Supplies

\_\_\_\_Telephone

\_\_\_\_Government Relations Workshop

\_\_\_\_Incorporation/Bonding Service

\_\_\_\_ Insurance

\_\_\_\_IRS Form 990 Accountant’s Fee

\_\_\_\_Membership Director’s Stipend

\_\_\_\_Photography& Historical Archive ($200)

\_\_\_\_Promotional Items ($200)

\_\_\_\_State Delegates’ Assembly Breakfast ($1500)

Technology

\_\_\_\_Equipment ($500)

\_\_\_\_Software ($1560) Wild Apricot

\_\_\_\_Support ($520) Julie Miller

\_\_\_\_Supplies ($0)