/ / 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)