**Arkansas Reading Association**

**2017-2018 General Budget**

**Invoice/Reimbursement Request**

/ / Please reimburse me.

*Receipts MUST be attached.*

/ / Please pay the attached invoice.

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

**FOR OFFICE USE ONLY**

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

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

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

Return to:

Charles A. Clark

121 Longview Point

Hot Springs, AR 71913

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

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

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

Award Programs & Projects

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

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

 \_\_\_\_Advocacy (0)

 \_\_\_\_Diamond/Charlie May Simon (2200)

 \_\_\_\_Jo Flanigan Scholarship (500)

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

 \_\_\_\_Special Projects

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

 \_\_\_\_Other (0)

 \_\_\_\_School-based Literacy Grant

 (formerly Studies and Research 1 @ $500)

Committees

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

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

 \_\_\_\_Diamond/Charlie May Simon Celebration (25)

 \_\_\_\_Exemplary Reading (25)

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

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

 \_\_\_\_Legislative (25)

 \_\_\_\_Media Outlets in Education (25)

 \_\_\_\_Nominating (0)

 \_\_\_\_Parents & Reading (25)

 \_\_\_\_Publicity (25)

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

 \_\_\_\_School Based Literacy Grant (25)

 \_\_\_\_SCC and Diamond-Simon Travel (200)

Council/Individual Recognition

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

 \_\_\_\_IRA Honor Council (1200)

 \_\_\_\_ LC Literacy Grants (2500)

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

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

 \_\_\_\_New and/or Struggling Councils (100)

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

Membership

 \_\_\_\_Dues (4200)

\_\_\_\_Supplies (350)

 \_\_\_\_Miscellaneous

Officer Expenses (Travel $.25 per mile)

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

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

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

 \_\_\_\_Other Officer Expenses (4300)

 \_\_\_\_President (2000)

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

 ­\_\_\_\_Postage (Bulk Mail & Postage) (350)

Publications

 \_\_\_\_Handbook & Directory (100)

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

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

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

 \_\_\_\_The Reader/Journal (postage and printing) (1100)

State Association Business

 \_\_\_\_Bank Fees (50)

 \_\_\_\_Bank – Returned Check Fees (100)

 \_\_\_\_Credit Card Fees (0)

 Board/Committee Meetings

 \_\_\_\_2017ARA Council Leadership Institute (6800)

 \_\_\_\_Executive Board Retreat (400)

 \_\_\_\_Transition Meeting (350)

 Bookkeeper

 \_\_\_\_Contract Fees (1200)

 \_\_\_\_Supplies (300)

 \_\_\_\_Travel (0)

 \_\_\_\_Event Coordinator Stipend (1000)

 Executive Secretary

 \_\_\_\_Contract Fees (7200)

 \_\_\_\_Supplies (220)

 \_\_\_\_Telephone (0)

 \_\_\_\_Travel (0)

 \_\_\_\_ILA Affiliation Basic Group Fee (3000)

 \_\_\_\_Insurance (1300)

 \_\_\_\_IRS Form 990 Accountant’s Fee (2000)

\_\_\_\_Membership Director’s Stipend (1000)

 \_\_\_\_Photography& Historical Archive (150)

 \_\_\_\_Promotional Items (150)

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

Technology

 \_\_\_\_Equipment (500)

 \_\_\_\_Software (1560)

 \_\_\_\_Support (520)

 \_\_\_\_Supplies (50)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_