2021 BUDGET REQUEST
COMMITTEE CHAIR

Requestor Name: _____

Committee Name: _____

1. **Committee Meeting Expenses:**

   a) Meeting Rent _____

   b) Postage _____

   c) Books/Literature _____

   d) Copies _____

   e) Supplies _____

   f) Mileage Reimbursement* _____

   SUBTOTAL 1 _____

2. **Area Events: Assemblies, ACM, Area Workshops, Other Area Events:**

   a) Printing Expense _____

   b) Refreshments/supplies _____

   c) Mileage Reimbursement* _____

   d) Other Travel/Event Expenses _____
      (describe)

   SUBTOTAL 2 _____

3. **Outside Area Events:**

   a) PRAASA
      i. Registration _____

      ii. Other Expenses (describe) _____

      _____

_____

iii. Mileage Reimbursement*

iv. Other (describe) [   ]

b) Sharing Sessions
    i. Travel Expenses [   ]

    ii. Mileage Reimbursement* [   ]

    iii. Other (describe) [   ]

c) Multi-Area Meeting

    i. Travel Expenses [   ]

    ii. Mileage Reimbursement* [   ]

    iii. Other(describe) [   ]

SUBTOTAL 3 [   ]

4. **Committee- Sponsored Outreach**
   a. Committee- Sponsored Workshops (Estimate number____)
      i. Facilities Rent [   ]

      ii. Printing Expense [   ]

      iii. Refreshments [   ]

      iv. Supplies [   ]

      v. Mileage Reimbursement* [   ]

      vi. Other (describe) [   ]

   b. Outreach to District Meetings   (Estimate number_____)

      i. Printing Expense [   ]

      ii. Refreshments [   ]

      iii. Supplies

      iv. Mileage Reimbursement*

      v. Other (describe)

c. Outreach to Group Meetings   (Estimate # _____)

      i. Printing Expense

      ii. Refreshments

      iii. Supplies

      iv. Mileage Reimbursement*

      v. Other (describe)

SUBTOTAL 4

5. **Capital Equipment:**

a. Item (describe)

b. Anticipated replacement/repair/etc.

Explanation:

SUBTOTAL 5

TOTAL BUDGET REQUEST

The Total Budget Request is a summary of 1-4 Subtotals

Mileage Expense Worksheet— [to assist you in the estimates you provide above]

Purpose of Travel*	Frequency or # of times/year	Estimated Mileage**	Estimated Expense***

*Typically, travel to committee meetings, Area Assemblies, ACM and some other events are reimbursable travel
**Estimated mileage is determined as the total roundtrip mileage to and from your residence.
***Estimated Expense is calculated at the rate of **$0.35** per total roundtrip mileage.

Other Travel/Event Expenses Worksheet: [to assist you in the estimates you provide above]

Purpose of Travel	Expense Description	Estimated Expenditure

ADDITIONAL INFORMATION: Any additional information you feel is applicable to any specific request should be included in the box below. Use additional pages, if necessary.

The Finance Committee is required to present the proposed budget to all the Districts prior to the Budget Workshop. We are in essence your representative to the groups, who ultimately make the final budget approval through their Group Service Representative. Our primary responsibility in the budget process is to provide the groups as much information in order for them to come to an *informed* group conscience.

Budget Request Guidelines

This is a basic set of guidelines to help you fill out the Budget Request to submit to the Finance Committee to prepare the annual budget.
Not all Committees will have expenses in all of the categories listed. If you are unsure if something applies to you, please check with the Treasurer, Finance Committee Chair, Area Chair or the Area Delegate.

Expense Categories:

Rent – This is the estimated annual expense for renting the facility where the monthly committee meetings are held. In most cases this expense is pre-determined by the landlord of the facility.

Postage – This is the estimated annual expense for postage used to send mailings on behalf of the Area to Area Officers, Committee Chairs, and DCM's. This also would be where the Area Secretary and Newsletter Committee would include their estimated annual expense for bulk mailings.

Books/Literature - This is the estimated annual expense for any Books or Literature that is specific to your Committee and/or position. It is suggested that GSO Conference approved books and literature be utilized. This avoids any potential perception, by groups, that the committee and/or requestor literature use violates the traditions.

Copies – This is the estimated annual expense for any copies of materials to be used in your committee meetings.

Supplies/Refreshments– This is the estimated annual expense for supplies (paper, pens, name badges, etc.) and refreshments (coffee, soda, snacks) provided at Workshops, specialized meetings, or other events.

Printing Expense – This is the estimated annual expense for any bulk printing and/or contract printing utilized for presentation materials at Workshops, specialized meetings, Area Assemblies and/or other Area related events.

Mileage Reimbursement – This is the estimated annual expense for *Committee Chair* travel, i.e. Committee Meetings, Area Committee Meetings, Area Assemblies, Workshops, and other required travel expense related to your position in representing the Area. The Area's approved reimbursement rate is **$0.35** per mile.

Facilities Rent – This is the estimated annual expense for renting facilities to host committee meetings, Workshops, specialized meetings, or other events i.e. Budget Workshop, DCM Training Session, Delegate Informational Workshop.

Capital Expenditures (furniture, fixture, and equipment) – The estimated expense of any capital equipment maintenance or phased replacement cost.

Other Travel Expenses – The annual estimated expense for additional travel as it relates to your position in representing the Area (**Primarily for use by the Area Officers**).

Please return the completed form to:
Area Treasurer at Faith383@att.net
AND
Area Finance Committee Chair at happyjhorn@gmail.com.
Please keep a copy for yourself.

Thank You