

AREA OFFICER 2021 BUDGET REQUEST

Officer Name:

Area Office:

SECTION ONE: Expenses for your Financial Report Line Items

[Note: for Each Activity, provide detailed background on the designated page(s) below]

Your Budget Line Item filled in by you.	Description	Estimated Expense
(example) A. 01	General Service Conference	\$2855.00
A. 02	PRAASA	\$1150.00
	General Service Conference	
	PRAASA	
	Mileage reimbursements	
	Copies, misc.	
	So Cal. H&I Conference	
	Envelopes, postage, misc.	
	Budget and monthly financial reports	
TOTAL BUDGET REQUEST		

SECTION ONE Mileage Expense Worksheet

Purpose of Travel/Activity	# of Times/Year	Estimated Mileage*	Estimated Expense**

**Estimated Mileage is defined as the total roundtrip mileage to and from your home.*

***Estimated Expense is calculated at the rate of **\$0.35** per total roundtrip mileage.*

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SECTION ONE Detailed Expense Worksheet - Your Financial Report Line Items:

[illegible]

SECTION TWO: Expenses for OTHER Financial Report Line Items, including lines G, I, J, K, L and M.

[Note: for Each Activity, provide detailed background on the designated page(s) below]

[illegible]

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Capital Equipment:

a. Item (describe)

b. Anticipated replacement/repair/etc.

Explanation:

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. Therefore, if a particular item is important to your committee and/or position in the Area, the more information you provide the better.

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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 officers 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.

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Other Travel Expenses – The annual estimated expense for additional travel as it relates to your position in representing the Area. There is a worksheet provided to assist in the preparation of determining the expense.

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

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