**2023 Budget Request Form (Chairs)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee:** |  | **Requestor Name:** |  |

1. **Committee Operations and Meeting Expenses**

Meeting expenses apply mostly to in-person meetings. Committees have access to an Area-paid Zoom license.

|  |  |
| --- | --- |
| 1. Rent
 | $ |
| 1. Supplies
 | $ |
| 1. Copies
 | $ |
| 1. Mileage Reimbursement\* see worksheet p 2
 | $ |
| 1. Equipment (Important!! - see instructions on last page)
 | $ |
| 1. Other (describe):
 | $ |
|  **Subtotal 1: Committee Mtg Expenses**  | $ |

1. **Area Events** (Assemblies, ACMs, workshops, other Area events)

Applies mostly to in-person participation.

|  |  |
| --- | --- |
| 1. Mileage Reimbursement\* see worksheet p 2
 | $ |
| 1. Other (describe):
 | $ |
|  **Subtotal 2: Area Event Expenses**  | $ |

1. **Committee-Sponsored Outreach**
	1. **Workshops / Events\*\***

(Estimate number of **in-person/hybrid** events **\_\_\_)**

**(**Estimate number of **virtual** events **\_\_\_)**

|  |  |
| --- | --- |
| 1. Facilities Rental
 | $ |
| 1. Technology / Equipment (gen. rental)
 | $ |
| 1. Refreshments\*\*
 | $ |
| 1. Supplies
 | $ |
| 1. Copies
 | $ |
| 1. Literature
 | $ |
| 1. Mileage Reimbursement\*
 | $ |
| 1. Other (describe):
 | $ |
| **Subtotal 3.1** | $ |

**\*\* Note**: Area Districts may be willing to co-sponsor a workshop and help with costs.

**List title/subject/audience of anticipated workshops (if known): \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. **Outreach to District Meetings** (applies mostly to in-person meetings)

(Estimate number of meetings \_\_\_\_\_\_\_\_)

|  |  |
| --- | --- |
| 1. Copies
 | $ |
| 1. Mileage Reimbursement\* see worksheet p 2
 | $ |
| 1. Other (describe):
 | $ |
| **Subtotal 3.2** |  |

* 1. **Outreach to Group Meetings** (applies mostly to in-person meetings)

(Estimate number of meetings \_\_\_\_\_\_\_\_)

|  |  |
| --- | --- |
| 1. Copies
 | $ |
| 1. Mileage Reimbursement see worksheet p 2
 | $ |
| 1. Other (describe):
 | $ |
| **Subtotal 3.3** | $ |

* 1. **Outreach to Community** (example: CPC presentation at a conference**)**

(applies mostly to in-person meetings)

(Estimate number of meetings \_\_\_\_\_\_\_\_)

|  |  |
| --- | --- |
| 1. Copies
 | $ |
| 1. Literature
 | $ |
| 1. Mileage Reimbursement\* see worksheet p 2
 | $ |
| 1. Other (describe):
 | $ |
| **Subtotal 3.4** | $ |

|  |  |
| --- | --- |
| **Subtotal 3: Committee Outreach Expenses****Add subtotals for 3.1, 3.2, 3.3 & 3.4** | **$** |

1. **Outside Area Events**

The Area may support part of the cost to attend an outside event.

|  |  |
| --- | --- |
| 1. PRAASA
 | $ |
| 1. Sharing Session (often mileage only)
 | $ |
| 1. Multi-Area Event (e.g., 4-Area DCM Sharing Session)
 | $ |
| 1. Other (describe):
 | $ |
| **Subtotal 4 - Outside Area Events** | $ |

|  |  |
| --- | --- |
| **Total Budget Request** (Add Subtotals 1, 2, 3 &4) | $ |

**Mileage Expense Worksheet** — [to assist you with estimating mileage for this budget form]

|  |  |  |  |
| --- | --- | --- | --- |
| Purpose of Travel\* | Frequency or # of times/year | Estimated Mileage generally round trip from your residence) | Estimated Expense (miles x $0.35) |
|  |  |  |  |
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|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

\*Typically, mileage to committee meetings, Area Assemblies, ACM and some other events is reimbursable.

**Budget Narrative**

*Please write 1-2 paragraphs that describe the work of this committee, and how the funds requested will help accomplish that work. Your paragraph should help the GSR to present information on the committee and its budget to their homegroup.*

**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*** – the estimated annual expense for renting the facility for monthly committee meetings. Not relevant if meeting virtually or at a member’s residence. *Speak with the IT Chair about Area-paid Zoom access.*

***Postage*** –the estimated annual expense for postage used to send mailings on behalf of the Area to Area Officers, Committee Chairs, and DCM’s; bulk mailing e.g., from the Area Secretary and Newsletter Committee. ***Whenever possible, materials should be sent electronically.***

***Books/Literature*** - 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*** – the estimated annual expense for copying materials used at committee meetings, workshops, etc. ***Whenever possible, materials should be provided electronically.***

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

***Printing Expense*** –the estimated annual expense for any bulk printing and/or contract printing used for

***Mileage Reimbursement*** – the estimated annual expense for *Committee Chair* travel related to your position – e.g., committee meetings, Area Committee Meetings, Area Assemblies, workshops, etc. The Area’s approved reimbursement rate is $0.35 per mile.

***Facilities Rent*** – the estimated annual expense for renting facilities to host committee meetings, workshops, training sessions or special events.

***Capital Expenditures*** (furniture, fixtures, computers and equipment) – the estimated expense of any capital equipment maintenance or phased replacement cost.  **Please research costs and a realistic estimate. Chairs are encouraged to attach printouts or include links for requested items.** It is possible that, in lieu of a new purchase, the committee may be provided with Area-owned equipment that is currently not in use.

**Requests for technology equipment and software:** Include a description of the item, its purpose and any specifications. (e.g., Ink jet Printer, black and white, can do 2-sided printing. Will be used for producing community outreach materials.) Requests will be reviewed by the IT Committee.

***Other Travel Expenses*** – 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 the Area Treasurer at treasurer@area8aa.org  AND the Finance Committee Chair at finance@area8aa.org . Please keep a copy for yourself. Thank You.