**Arkansas Reading Association**

**2018-2019 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 – $3,850

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

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

 \_\_\_\_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 - $ 300

 \_\_\_\_Exemplary Reading (40)

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

 \_\_\_\_Other (60)

Council/Individual Recognition - $4,400

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

 \_\_\_\_ILA Honor Council (900)

 \_\_\_\_LC Literacy Grants (2500)

 \_\_\_\_Local Council Honoree (400)

\_\_\_\_Membership Awards (100)

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

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

Membership - $4,550

 \_\_\_\_Dues (4200)

\_\_\_\_Supplies (350)

Miscellaneous \_\_\_\_ (800)

Officer Expenses - $12,500

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

 \_\_\_\_ILA Coordinator (2000)

 \_\_\_\_Membership Director (500)

 \_\_\_\_Other Officer Expenses (4000)

 \_\_\_\_President (2000)

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

 Postage - $350

\_\_\_\_ Bulk mail & Postage (350)

Publications - $1500

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

 \_\_\_\_Misc. Printing (300)

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

State Association Business $31,420

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

 Board/Committee Meetings

 \_\_\_\_2018ARA Council Leadership Institute (5500)

 \_\_\_\_Executive Board Retreat (300)

 \_\_\_\_Transition Meeting (300)

 Bookkeeper

 \_\_\_\_Contract Fees (12,000)

 \_\_\_\_Supplies (300)

 Event Coordinator Stipend \_\_\_\_ (1000)

 Executive Secretary

 \_\_\_\_Contract Fees (3600)

 \_\_\_\_Supplies (220)

 Other:

 \_\_\_\_2019 Conference Start -up (2000)

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

 \_\_\_\_Insurance (1300)

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

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

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

 \_\_\_\_Local Leader Outreach Meeting (1500)

Technology $2,710

 \_\_\_\_Equipment (500)

 \_\_\_\_Software – Wild Apricot (1560)

 \_\_\_\_Support -Julie Miller (600)

 \_\_\_\_Supplies (50)

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

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