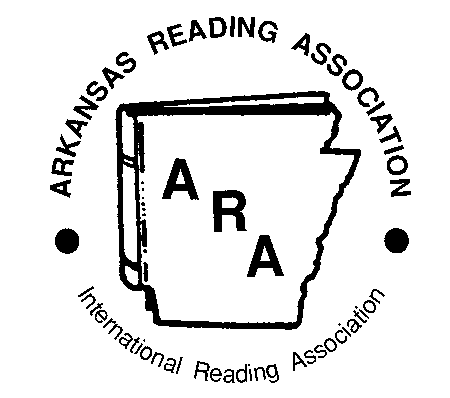
**Arkansas Reading Association**

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_