

# Budget Request

July 1, 20\_\_ through June 30, 20\_\_

Position or Title \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

## AUGUST AREA MEETING

Travel \_\_\_\_\_ \$ \_\_\_\_\_

Copies \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Under \$25 \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \_\_\_\_\_ \$ \_\_\_\_\_

## FALL ASSEMBLY

Registration \_\_\_\_\_ \$ \_\_\_\_\_

Lodging \_\_\_\_\_ \$ \_\_\_\_\_

Travel \_\_\_\_\_ \$ \_\_\_\_\_

Copies & Miscellaneous \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \_\_\_\_\_ \$ \_\_\_\_\_

## JANUARY AREA MEETING

Travel \_\_\_\_\_ \$ \_\_\_\_\_

Copies \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Under \$25 \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \_\_\_\_\_ \$ \_\_\_\_\_

## MARCH AREA MEETING

Travel \_\_\_\_\_ \$ \_\_\_\_\_

Copies \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Under \$25 \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \_\_\_\_\_ \$ \_\_\_\_\_

## SPRING ASSEMBLY

Registration \_\_\_\_\_ \$ \_\_\_\_\_

Lodging \_\_\_\_\_ \$ \_\_\_\_\_

Travel \_\_\_\_\_ \$ \_\_\_\_\_

Copies & Miscellaneous \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \_\_\_\_\_ \$ \_\_\_\_\_

Please note: If you do not know the cost, place an estimate. These are for the year

## OVERALL TOTAL

Front Side \_\_\_\_\_ \$ \_\_\_\_\_

Back Side \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \_\_\_\_\_ \$ \_\_\_\_\_

Adjusted Total \_\_\_\_\_ \$ \_\_\_\_\_

**Expenses (Yearly)**

|                                   |                 |
|-----------------------------------|-----------------|
| <u>Phone</u>                      | \$ _____        |
| <u>Postage</u>                    | \$ _____        |
| <u>Copying</u>                    | \$ _____        |
| <u>Office Supplies</u>            | \$ _____        |
| <u>Office Rent</u>                | \$ _____        |
| <u>Workshops</u>                  | \$ _____        |
| <u>Literature</u>                 | \$ _____        |
| <u>Travel</u>                     | \$ _____        |
| <u>Miscellaneous (under \$50)</u> | \$ _____        |
| <b><u>TOTAL</u></b>               | <b>\$ _____</b> |

**Special Events**

|  |                 |
|--|-----------------|
| <u>General Service Conference</u>                                    | \$ _____        |
| <u>Pacific Northwest Conference (PNC)</u>                            | \$ _____        |
| <u>Pacific Region Alcoholics Anonymous Service Assembly (PRAASA)</u> | \$ _____        |
| <u>Forum</u>   | \$ _____        |
| <u>Other</u>   | \$ _____        |
| <b><u>TOTAL</u></b>  | <b>\$ _____</b> |

ANY OTHER ITEM NOT COVERED OR LISTED THAT PERTAINS TO YOUR POSTION THAT IS A MAJOR EXPENSE OVER \$50

|                     |                 |
|---------------------|-----------------|
| _____               | \$ _____        |
| _____               | \$ _____        |
| _____               | \$ _____        |
| <b><u>TOTAL</u></b> | <b>\$ _____</b> |

**OVERALL TOTAL**

|                     |                 |
|---------------------|-----------------|
| <u>Front Side</u>   | \$ _____        |
| <u>Back Side</u>    | \$ _____        |
| <b><u>TOTAL</u></b> | <b>\$ _____</b> |

Please note: DCMs are allowed only travel .  
Also note that in an odd year you are setting first half year of next committee's budget. If you feel you need to explain anything please write it below.