

AREA 23 2020 BUDGET WORKSHEET

COMMITTEE _____

BUDGET

TRAVEL

*Feb (west), Apr (central), May (south central),
Aug (east), Oct (Clifty), Nov (north central) Area meetings
Committee meetings
Requests for committee work, visits to districts, etc.
Other?
Total miles estimated*

PROFESSIONAL FEES

*ASL interpreters, CPA, etc.
Please note: W-9s must be obtained in case annual payments exceed \$600
Total professional fees (if applicable)*

RENT, UTILITIES

*Meeting room rent for committee meetings, workshops, etc
Archives storage
Total rent, utilities*

PRINTING/COPIES

*Flyers, Handout, information for Area meetings,
General Service Conference materials, minutes, budgets
Total estimated number of copies*

POSTAGE

*Mailing minutes, etc.
Total postage*

SUPPLIES

*Name tags for workshops, food, cups, coffee, folders, paper
Pens, pencils, markers, posterboard, storage containers, etc.
Total supplies*

OTHER:

Please describe

Total other costs

TOTAL ESTIMATED BUDGET FOR 2019