

District Fall Meeting
Income/Expense Statement
Budget

District:					
Meeting Date:					
Location:					
Host Club:					
Meeting Chair Name & email and cell					
	estimate before meeting			complete after	
	cost per 1	#	total	cost per 1	#
INCOME:	Budget			Actua	
District Meeting Club Fees (Fee set by Region Board)	\$45.00			\$45.00	
Non-delegate Fees (Fee set by Region Board)	\$20.00			\$20.00	
Meal package price					
Sponsor donation (optional)					
Club Fundraiser -					
Region Basket Raffle					
TOTAL INCOME					
EXPENSES:	cost per 1	#	total	cost per 1	#
Meal package for club delegates & non-delegate attendees only					
Meal package costs for District Director & District Secretary (2 per district)					
Meal package costs for Hostess Club Meeting Chair & co-chair					
Meal package cost for Credentials Committee Vice Chair (one per district)					
Meal package cost for workshop presenters/program participants (up to 4)					
District Director & District Secretary expenses at District Meeting (may include lodging, mileage, & other meals, if needed)					
Printing of materials, meeting minutes and supplies					
Equipment rental (microphones, screens, podium, etc. if needed)					
Miscellaneous expenses - Hospitality party food (Facility Room Rental, Hospitality Room, decorations, etc.)					
Refunds (overpayments, cancellations)					
TOTAL EXPENSES (budget expenses must equal income)					
Excess income/expenses to NAR			\$0.00		

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Submitted by (Name):					
Submitted by (Date):					
Copies to: Region Governor, Region Secretary, Region Treasurer & District Director					
Reviewed by District Director(s) Date:					
Approved by board Date:					
Expenses should be covered by those attending					
Pay one night hotel for DD(s) and DS(s) (1/2 room cost if single occupant)					
Can have other fundraiser to make money					
Don't need a separate checking account					
All checks are to be made out to SIA/NAR and will be sent to the NAR Treasurer for depositing					
District Club Fees is your start-up money					
Can use startup money to hold hotel					
If hotel or caterer need payment the day of mtg need to get an advance check from region treasurer					
Note: The budget must be reviewed and approved by the Region Board.					
ALL CHANGES AFTER BOARD APPROVAL MUST BE REVIEWED BY DISTRICT DIRECTOR(S)					

Instructions					
Special instructions for any square are indicated by a comment (small red					
Comment is revealed by moving mouse over that square					
During Meeting Planning:					
	Fill in all blue highlighted squares				
	Yellow squares are automatically calculated				
	White squares are pre-set by Board				
	It is recommended that you adjust the Miscellaneous expenses,				
After Meeting					
	Fill in all green highlighted squares				
	Yellow squares are automatically calculated				
	White squares are pre-set by Board				
	Any excess money is to be returned to the Region (a positive nu				
	If there is a shortage request additional money from the Region				