

**North Florida Area Conference
Budget Worksheet**

For Year: 2018

**Office or
Committee:** _____

All NFAC Officers and Service Coordinators should use this form to prepare their budget requests for next year. This form should be **returned to the Treasurer no later than May 31, 2017.**

<u>EXPENSE</u>	<u>AMOUNT</u>
DUPLICATION	\$ _____
POSTAGE	\$ _____
SUPPLIES	\$ _____
LITERATURE	\$ _____
WORKSHOPS	\$ _____

Travel (mileage, and/or airfare, lodging, meals, etc.)

*GENERAL SERVICE CONFERENCE	\$ _____	
*DELEGATE GET-TOGETHER	\$ _____	
*FL STATE CONVENTION	\$ _____	
*SE REGIONAL CONFERENCE	\$ _____	
*SE REGIONAL FORUM _____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
Archive Research, Doc. Preservation	\$ _____	
_____	\$ _____	
Archives Storage _____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____

TOTAL BUDGET REQUEST \$ _____

** For the Delegate, Alternate Delegate & Florida State Convention Oversight Committee Chair*

Budget Tips:

- Consider attendance when planning workshops. Ideally, they should be at district level, and multiple districts where possible.
 - Travel by the most cost-effective method and route.
 - Purchase supplies and duplication wisely, at the most effective cost.
 - Work within established budget, and request additional funds, when needed, from Finance Committee, before making purchases.
- Try to use Tax Exempt Form and not pay sales tax