

North Florida Area Conference, Inc.
 Budget Worksheet

For Year: 2022

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, 2021.**

<u>EXPENSE</u>	<u>AMOUNT</u>
DUPLICATION	\$ _____
POSTAGE	\$ _____
SUPPLIES	\$ _____
LITERATURE	\$ _____
AREA WORKSHOPS	\$ _____
Travel (mileage, and/or airfare, lodging, meals, etc.)	\$ _____
*GENERAL SERVICE CONFERENCE	\$ _____
*DELEGATES GET-TOGETHER	\$ _____
*FL STATE CONVENTION	\$ _____
*SSAASA (Odd year only)	\$ _____
*SE REGIONAL FORUM (Even year only)	\$ _____
*SERF for Officer Elect (Even year only)	\$ _____
* Pre-Conference Workshops	\$ _____
* Post-Conference Workshops	\$ _____
* International Convention (Every 5 th year)	\$ _____
* FSC Oversight Committee	\$ _____
* FSC Advisory Committee	\$ _____
* General Expenses	\$ _____
* Ad Hoc committee	\$ _____
* Newsletter	\$ _____
_____	\$ _____
National Workshop	\$ _____
Archive Research, Doc. Preservation	\$ _____
Storage	\$ _____
PO Box	\$ _____
_____	\$ _____

TOTAL BUDGET REQUESTED \$ _____

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

Budget Tips:

1. Consider attendance when planning workshops. Ideally, they should be at district level, and multiple districts where possible.
2. Travel by the most cost-effective method and route.
3. Purchase supplies and duplication wisely, at the most effective cost.
4. Work within established budget, and request additional funds, when needed, from Finance Committee, before making purchases.
5. Try to use the Tax Exempt Certificate to defray the cost of expenses.