



10.06 Sample Committee Budget

Committee Name: _____

For fiscal year ending **2018-12-31**

To be completed by all standing Committees and submitted to the SBOA Treasurer by November 1, by changing highlighted items and adding dollar amounts. Lines can be added or deleted as appropriate. Committee meetings are expected to avoid room and travel costs when possible. "Projects" include ongoing initiatives (policy review, BCTC committee, ACBOA national certifications, etc.) or one-time initiatives (publication of a document, presentation of course, etc.). If income is expected in relation to the committee activities, add lines to the table as required. This note may be removed.

<i>Description</i>	<i>Actual Expenditures 2016</i>	<i>Approved Budget 2017</i>	<i>Projected Expenditures 2017</i>	<i>Proposed Budget 2018</i>
COMMITTEE MEETINGS (3 per year)				
Room				
Meals				
Travel				
Teleconference				
subtotal				
OPERATING				
Office supplies				
Postage				
Printing				
Publications				
Entertainment				
Memberships				
Miscellaneous				
subtotal				
PROJECT #1 Title				
Consultant fees				
Legal fees				
Printing				
subtotal				
PROJECT #2 Title				
Accommodation				
Travel				
Meals				
Booth fees				
Entertainment				
subtotal				
COMMITTEE TOTAL EXPENDITURES				