

**2020-2021 BUDGET INPUT FOR (Committee/Office):** \_\_\_\_\_

**Chairperson:** \_\_\_\_\_

Budget/Reserve Account	For (Committee)	Expense Item	Generally Paid Out			Notes/Comments
			Mon	Qtrly	Yrly	
<b>Rent</b>		Monthly Meeting Rent				Budget for Recurring Monthly Rents ONLY (Meetings/Storage).... Any rent for an Event should be budgeted in the Event Budget.
<b>Communication</b>						Budget for: Postage, Phone, Website, etc.
<b>Supplies</b>						Budget for: Office supplies, Computer Supplies, etc.
<b>Printing</b>						Budget for any Printing Costs: Meeting Lists, Flyers, Posters, Copies of Policy, etc.
<b>Service Fees</b>						Budget for Insurance, Bank Fees, etc.
<b>Events</b>						Budget for the costs associated with putting on any Event - note: this may be seed money or actual estimated costs.
<b>Donated Liturature</b>						Budget for the literature Donated by the Area to fill the Literature Orders from H&I and PR and others.
<b>Misc.</b>						Budget for all other Operating Type Expenses.

**DIRECTIONS:**

Using the 2019-2020 BUDGET sheet (attached), look up your Sub-Committee (under "FOR") and then see the amount budgeted for each item for 2019-2020 under "GENERALLY PAID OUT".

If there is no change for the 2020-2021 budget year, just write "SAME" in the appropriate space under "GENERALLY PAID OUT" on *this form* .

If there is a change, write the NEW dollar amount in the appropriate space under "GENERALLY PAID OUT" on *this form* .

For a new expense which was **NOT** budgeted in 2019-2020, pick a *blank* line under the "Budget/Reserve Account" (Rent, Supplies, Misc., etc) where the expense seems to fit best and then enter: your Sub-Committee Name in the "For" space; a description of the expense in the "Expense Item" space; and the amount to budget in the appropriate "Generally Paid Out" space on *this form* .

If you need assistance completing your budget call/text Alan H 570-262-0580.

**This completed form is to be submitted at the June, 2020 BHASC Meeting.**