

Arkansas School Band and Orchestra Association



FINANCIAL REPORT FOR REGION SOLO ENSEMBLE ASSESSMENT

REGION -	DATE -
TOTAL RECEIPTS	
\$	

EXPENSES	
Judge's Honorariums	\$
Judge's Travel	\$
Hotel/Motel (Host responsible for room only)	\$
Meals (\$15.00 per judge per day maximum)	\$
**Host School Expenses (Attach itemized list and receipts)	\$
* Number 1 st Division Medals _____ @ \$1.47	\$
* Number 2 nd Division Medals _____ @ \$1.47	\$

*** The amount for medals is to be sent immediately to the ASBOA Office.
Also, please send all unused medals to the ASBOA Office.**

(Must attach receipts for all expenses over \$10.00)

TOTAL EXPENSES	- \$
BALANCE FROM SOLO-ENSEMBLE ASSESSMENT ^After expenses, the balance is to be sent to ASBOA Office ^ABA 2013	\$

***Within 30 days after the event, a copy of this report including: 1 – LIST of participating schools 2 – AND amount paid 3 – WITH appropriate receipts 4 – AND \$\$ for medals awarded 5 – RETURN unused medals	Should be sent to: ASBOA PO Box 2024 Russellville, AR 72811 Or – FAX: 479-498-6063 ALSO – Send a copy of this report to the Region Chair
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****Fees for school security are allowable expenses for ASBOA events if required by school administration. A signed receipt for such services must accompany the financial report.**

***** When paperwork and/or funds are not received 30 days after the event, the building administrator of the director(s) responsible will be notified.**