

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 (\$8/Breakfast,\$10/Lunch,\$15/Dinner per day per judge max)	\$
**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	\$

<p>***Within 30 days after the event, a copy of this report including:</p> <ol style="list-style-type: none"> 1 – LIST of participating schools 2 – AND amount paid 3 – WITH appropriate receipts 4 – AND \$\$ for medals awarded 5 – RETURN unused medals 	<p>Should be sent to: ASBOA 215 West O Street, MSC 6036 Russellville, AR 72801 Or – FAX: 501-421-7994</p> <p>ALSO – Send a copy of this report to the Region Chair</p>
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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.**