

# Arkansas School Band and Orchestra Association

## Financial Report Hosts of All-Region Clinic Auditions

Region \_\_\_\_\_

Date \_\_\_\_\_

Concert Band \_\_\_\_\_

Senior High \_\_\_\_\_

Orchestra \_\_\_\_\_

Junior High \_\_\_\_\_

Jazz Band \_\_\_\_\_

<b>RECEIPTS</b>			
	Number of Students	@	Amount
Concert Band		5.00	
Orchestra		6.00	
Jazz Band		8.00	
Late Fees			
Contributions			
TOTAL RECEIPTS			
<b>EXPENSES</b>			
Portion to ASBOA Office – Number of Students Registered		@ \$ 0.50	
Mailing			
Telephone			
Custodial			
**Security			
Supplies			
Other – Must attach itemized list.			
TOTAL EXPENSES			
*This balance is to be available to the Region Clinic Host for expenses.			
*BALANCE			

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

Host \_\_\_\_\_ Region Chairman or Secretary/Treasurer \_\_\_\_\_

<p><b>Immediately following the event, a copy of this report including:</b></p> <p>1 – <b>LIST</b> of participating schools                  2 – <b>WITH</b> number registered 3 – <b>AND</b> amount paid                  4 – <b>WITH</b> appropriate receipts                  5 – In addition please send the \$0.50 per student registered for auditions to the ASBOA Office.</p>	<p>Should be sent to: 1 – Your Region Chair &amp;                  2 – ASBOA                  1711 Coliseum DR, MSC 6036                  Russellville, AR 72801 Or – FAX: 501-421-7994</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.**