

Arkansas School Band and Orchestra Association

Financial Report Hosts of All-Region Clinic Auditions

Region _____

Date _____

_____ Concert Band
_____ Orchestra
_____ Jazz Band

_____ Senior High
_____ Junior High

<u>RECEIPTS</u>			
	<u>Number of Students</u>	<u>@</u>	<u>Amount</u>
Concert Band		\$3.00	\$
Orchestra		\$4.00	\$
Jazz Band		\$6.00	\$
<u>TOTAL RECEIPTS</u>			\$
<u>EXPENSES</u>			
Portion to ASBOA Office – Number of Students Registered _____ @ \$0.50			\$
Mailing			\$
Telephone			\$
Custodial			\$
Supplies			\$
Other – Must attach itemized list.			\$
<u>TOTAL EXPENSES</u>			\$
*This balance is to be available to the Region Clinic Host for expenses.			\$
<u>*BALANCE</u>			

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

Host

Region Chairman or Secretary/Treasurer

Immediately following the event, a copy of this report including: <ul style="list-style-type: none"> 1 – LIST of participating schools 2 – WITH number registered 3 – AND amount paid 4 – WITH appropriate receipts 5 – In addition please send the \$0.50 per student registered for auditions to the ASBOA Office. 	Should be sent to: <ul style="list-style-type: none"> 1 – Your Region Chair & 2 – ASBOA PO Box 6227 Russellville, AR 72801 Or – FAX: 479-498-6063
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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.