

Arkansas School Band and Orchestra Association



REGION _____ FINANCIAL REPORT FOR REGION SOLO-ENSEMBLE ASSESSMENT

DATE _____

TOTAL RECEIPTS \$ _____

EXTENSION \$ _____

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..... \$ _____

* Number 1st Division Medals _____ @ \$ 1.38 \$ _____

* Number 2nd Division Medals _____ @ \$1.38 \$ _____

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

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

TOTAL EXPENSES \$ _____

EXTENSION \$ _____

BALANCE \$ _____

<p>After expenses, all money is to be sent to: Solo-Ensemble Host or Region Treasurer.</p> <p>Combine the balances of Region Concert Assessment and Solo-Ensemble Assessments: 1 – SEND ½ to ASBOA 2 – Divide the remainder of the balance between: Solo-Ensemble Host(s) and Concert Assessment Host(s)</p> <p>*If the concert host did not have students participate in the solo-ensemble event, they forfeit their ¼ to the ASBOA office.</p>	<p>ASBOA Office 6227 Tech Lane Russellville, AR 72801</p> <p>PH: 479-498-6059 FAX: 479-498-6063 julia.reynolds@atu.edu</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.