

C-8: Workshop Planning Estimate and Review

**ALABAMA LIBRARY ASSOCIATION
6030 Monticello Dr.
Montgomery, AL 36117
(334) 414-0113**

When planning a workshop, follow these steps:

Submit a "Workshop Budget Estimate and Review" form to the Chair of the Budget & Finance Committee as soon as possible. Complete as much of the column marked "Estimate" as is applicable. Submit one form for each workshop and give enough explanation so that the Committee will understand what you plan to do.

Following the workshop, revenues collected should be sent directly to the Association Administrator. If you have cash, keep the cash and send a personal check to the Association Administrator.

Within one week—or as soon as possible—after the workshop, submit to the Association Administrator another copy of the "Program Estimate and Review" form on which you complete as much as is applicable in the column marked "Actual." Enclose any bills or statements for reimbursement, which should be made.

If there are changes in the workshop after the form has been submitted contact the Chair of the Budget & Finance Committee.

It is Association policy that workshops and conferences bring in at least enough revenue to cover their expenses plus 25% for administrative costs.

NOTE: This is a 2-page form.

Program: _____

Place: _____

Date: _____

Sponsored by: _____

Chair: _____

Person Responsible for Workshop: _____

Phone: _____ **Email:** _____

Approved _____ **Date** _____

Chair of Budget & Finance Committee

All bills for this program have been submitted for payment and all revenues have been deposited.

Signature: _____ **Date:** _____

Association Administrator

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I. Physical Arrangements	Estimate	Actual
Meeting Room		
Coffee/Refreshment Break		
Equipment Rental		
Other		
II. Speaker(s) Expense		
Honorarium/Fee		
Transportation		
Lodging and Meals		
Other		
III. Other Expenses		
Meals for Registrants		
Printing		
Postage		
Telephone Charges		
Other		
Subtotal		
IV. Total Expenses		
V. Registrants (# of Attendees)		
VI. Registration Fee		
ALLA Member		
Non-Member		
VII. Total Gross		
Less Expenses		
Less ALLA (25% of Net Income)		
VIII. Net Income		