

QUARTERLY FINANCIAL REPORT

Alabama Music Teachers Association

OFFICE: _____ Date Submitted: _____

Signature of Officer: _____

Address: _____

Use the portions of the form which are applicable to you. The form must be completed with totals, signature and verification of expenses and sent to the AMTA Treasurer.

ITEMIZED EXPENSES for BOARD OFFICERS:

- 1. Postage
- 2. Supplies
- 3. Telephone
- 4. Printing
- 5. Copying
- 5. **Official Travel
- 6. Hospitality
- 7. Other

TOTAL _____

ITEMIZED EXPENSES FOR AUDITION CHAIRMEN:

- 1. Postage
- 2. Supplies
- 3. Telephone
- 4. Printing
- 5. Copying
- 5. Facilities
- 6. Hospitality
- 7. Other

TOTAL _____

PLEASE NOTE: The fiscal year is from July 1 to June 20. The ends of the quarters are September 30, December 31, March 31 and June 30. All expenses for the fiscal year need to be turned in to the Treasurer before June 30. Any particular item exceeding \$100 requires presidential approval prior to purchase.

**Official travel is for the President and First Vice-president traveling to represent AMTA at National or Regional meetings.

Return this form to:
 Alice Butler Eaton
 116 Woodland Trail
 Madison, AL 35758