

Budget Development Worksheet

Education Association

_____ 1, 20__ to _____, 20__

Suggested Budget Items Within Major Accounts
(List only those items that apply, add items as required.)

410 Series **Administrative Operations**

Office Rent	_____	
Postage	_____	
Telephone and Telegraph	_____	
Utilities	_____	
Supplies (paper, mimeographing, ditto, etc.)	_____	
Equipment	_____	
Subscriptions, Fees, Dues	_____	
Bonding of Treasurer	_____	
Officers' Honorarium (or Salary)	_____	
Officers' Expenses	_____	
Committee Members' Expenses	_____	
Secretarial Services	_____	
Bank Charges	_____	
Custodial Services	_____	
Other	_____	_____

420 Series **Conferences, Workshops, Orientation**

Orientation	_____	
TEA Representative Assembly		
(_____ delegates @ \$_____)	_____	
NEA Convention		
(_____ delegates @ \$_____)	_____	
TEA Summer Association Leadership Workshop		
(_____ delegates @ \$_____)	_____	
Other	_____	_____

430 Series **Public Relations, Legislation, Newsletter**

Public Relations	_____	
Legislation	_____	
Newsletter	_____	
Other	_____	_____

440 Series **Social Activities**

Refreshments	_____	
Luncheons, Dinners	_____	
Parties	_____	
Picnics	_____	
Other	_____	_____

450 Series **Other Committee Expenses**

Membership	_____	
Professional Rights and Responsibilities	_____	
Instruction and Professional Development Program	_____	
Human Relations	_____	
Salary	_____	
Other	_____	_____

460 Series **Contributions - Professional and Civic**

Scholarships, Awards, Prizes	_____	
Teacher Rights	_____	
United Fund, Disaster Relief, etc.	_____	
Other	_____	_____

470 Series **Gifts, Flowers, Cards**

_____	_____
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480 Series **Fund Raising Projects**

_____	_____
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490 Series **Miscellaneous**

Contingency Fund	_____	
Other: _____	_____	
_____	_____	
_____	_____	_____