### 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**
<table>
<thead>
<tr>
<th>Refreshments</th>
<th>_______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Luncheons, Dinners</td>
<td>_______</td>
</tr>
<tr>
<td>Parties</td>
<td>_______</td>
</tr>
<tr>
<td>Picnics</td>
<td>_______</td>
</tr>
<tr>
<td>Other</td>
<td>_______  _______</td>
</tr>
</tbody>
</table>

**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**

| _______  _______ |

**480 Series**  
**Fund Raising Projects**

| _______  _______ |

**490 Series**  
**Miscellaneous**

- Contingency Fund: _______
- Other: __________________________
- __________________________
- __________________________  _______  _______