

# QUARTERLY FINANCIAL REPORT

Alabama Music Teachers Association

OFFICE: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Address: \_\_\_\_\_

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

Return this form to Alice Butler Eaton, 2548 Cherry Tree Rd, New Hope, AL 35760

• **ITEMIZED EXPENSES for BOARD OFFICERS:**

1. Postage.....\$ \_\_\_\_\_  
2. Supplies..... \_\_\_\_\_  
3. Printing..... \_\_\_\_\_  
4. \*\*Official Travel (Pres. and First V-P) (car rental, gas, flight, hotel, meals) \_\_\_\_\_  
5. Hospitality ..... \_\_\_\_\_  
6. Other..... \_\_\_\_\_  
  
TOTAL.....\$ \_\_\_\_\_

• **ITEMIZED EXPENSES for AUDITION CHAIRMEN:**

1. Postage.....\$ \_\_\_\_\_  
2. Supplies..... \_\_\_\_\_  
3. Printing..... \_\_\_\_\_  
4. Facilities..... \_\_\_\_\_  
5. Hospitality ..... \_\_\_\_\_  
6. Other..... \_\_\_\_\_  
  
TOTAL.....\$ \_\_\_\_\_

**PLEASE NOTE:** The fiscal year is from July 1 to June 30. 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 travelling to represent AMTA at National or Regional meetings.