

Officer Budget Request Form

Budget Request Form for FYE 6/30/_____

Use this form in preparing the annual TSHA budget request for Officers, Committees, and Task Forces.

TSHA Officers should use this budget request form to submit budget requests for all the Association activities/functions for which he/she is primarily responsible that need funding for the coming fiscal year. Please contact the TSHA State Office before creating any new line items, for additional figures from last year's finances, or for information. Please combine all Committee and Task Force requests on one form.

Total # of Councilors under this office _____.

Total # of Task Forces/Committees under this office _____.

Budget Request:

(Include the actual amount you anticipate needing to accomplish appointed goals. Do not take income/revenue into account. Round all amounts up to the nearest dollar.) Refer to the budget category numbers and line items on the TSHA Chart of Accounts.

BUDGET CATEGORY # _____

Line Item # _____	\$ _____
Line Item # _____	\$ _____
Line Item # _____	\$ _____
Line Item # _____	\$ _____
Line Item # _____	\$ _____
Line Item # _____	\$ _____
Line Item # _____	\$ _____
Line Item # _____	\$ _____
Line Item # _____	\$ _____
Line Item # _____	\$ _____
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Line Item # _____	\$ _____
Line Item # _____	\$ _____
Line Item # _____	\$ _____
Line Item # _____	\$ _____
Line Item # _____	\$ _____
Line Item # _____	\$ _____
Line Item # _____	\$ _____
Line Item # _____	\$ _____

TOTAL BUDGET REQUEST FOR CATEGORY # _____ \$ _____

COMMITTEES: Please list breakdown/description of activities which generate your budget request items.

SUBMITTED BY: _____