

NEA PROPOSED BUDGET FORM

Send to NEA Treasurer: treasurer@newenglandarchivists.org

Policy on roundtable funding:

Roundtables are, in most cases, expected to provide their own funding and other resources to support activities. However, each Fall Roundtables may petition the Board for funds to finance their activities for the coming year. The request must include a detailed projection of expenditures. The Board is not obliged to grant any requests for funds and reserves the right to decrease the amount of funding requested by the roundtable.

The Board will review funding requests for roundtable activities in conjunction with NEA's annual budget review and approval process. Funds will be awarded in an amount not to exceed \$300 per roundtable and not to exceed an aggregate \$1500 within the overall NEA budget in a single year. The Board reserves the right to increase or decrease this amount as it sees fit, or as fiscal circumstances and exigencies may dictate.

Roundtable Name:

Contact(s):

Who is authorized to be reimbursed out of your budget? Mark all that apply:

- Roundtable chair(s) (list names)
- Any roundtable member
- Vendors (list names & addresses)

Please list your projected expenditures for the fiscal year below, providing details as necessary. Example categories of expenses include catering, supplies, postage, and printing.