

REGION ACCOUNT BUDGETChair: Eric Rangel Region: 22

Revenue		\$\$
a	Region/Area student entry fees	20,080.00
b	Donations	-
c	Region ticket sales	-
d	<u>Band only - Symphony Band Entries (2024&2025)</u>	405.00
Total Revenue		<u>20,485.00</u>

Expenses		
a	Honorariums	
	Officers	-
	Conductors	-
	Clinicians	4,450.00
	Supplemental (Food Honorarium)	1,200.00
	Hosts and Organizers	3,250.00
	Website Managers/Accompanists (IT Honorarium)	1,125.00
b	Rental/Purchased Music	669.00
c	Print Charges (programs, handbooks, contest material)	-
d	Patches	510.00
e	Supplies	363.00
f	Travel for conductors/clinicians (hotel, meals, air fare, etc.)	861.91
g	Catering/groceries (food for judges)	3,442.00
h	Contractor/Vendor fees (Mariachi Sound)	800.00
i	Venue rentals	-
j	Janitorial fees	-
k	All-State student fees	-
l	Postage/Shipping	-
m	Area fees (if applicable)	287.00
n	All-State student fees (if applicable)	-
o	Region Chair Travel Reimbursement	961.61
p	Miscellaneous (Previous Region Chair Reimbursement)	3,537.00

Total Expenses **21,456.52****Total Revenue minus Total Expenses (Profit/(Loss))** **(971.52)****Expense Guidelines**

Judges/Clinicians/Tabulators, etc: honorariums payable ONLY with completed contract on file (when \$250 or more in one or multiple payments)

Supplies: includes anything required, **specific** to a TMEA event

Equipment borrow/rent/purchase

Reimbursement Guidelines - receipts must be provided for all expenses incurred

** be clear when contracting with paid AND unpaid workers what will be reimbursable, if anything*

Airfare: coach airfare, and reservations must be made no less than 2 weeks prior to travel date

Taxi: \$29 per trip max

Parking: at airport, motel, etc.; \$15/day max

Lodging: \$175/night max, incl hotel occupancy tax

Meals: Caps are \$15/breakfast, \$20/lunch and \$35/dinner, and only reimbursed when meals are not provided as part of the event

Postage

No receipt required

Mileage: 65.5¢/mile (2023 IRS-approved rate); please include # of miles

Cash Tips: \$10/day max (paid to housekeeping, valets, etc. **not** on meals)

Tolls

Notes:

For the first year, please do not delete any categories. You may not think so, but you may end up using something you did not anticipate.

You can "hide" lines that you don't use to avoid confusion.

If you need additional categories, please add them (watch out for the calculator) contact cgaffney@tmea.org and she can help you add them.

you will use them all,

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