

**ACSA REGION 4
Charter Professional Development Grants
FINANCIAL REPORT**

Region funds *may not* be used to pay for meals or other refreshments *except* for meals for presenters who are not members of the charter.

Charter _____ Grant Amount _____

Activity _____ Date _____

Location _____ Number in Attendance _____

Name of Presenter _____

Expense paid from Region funds

Presenter's expense Honorarium _____

SSN if honorarium is \$600.00 or more _____

Meals _____ Lodging _____ Travel _____

Miscellaneous (specify) _____

Other expense

Printing _____ Rent _____ Postage _____

Supplies _____ Labels _____ Telephone _____

Miscellaneous (specify) _____

Total expense from Region funds _____

Signature _____ Date _____

(Charter President or Treasurer)

Please attach your evaluation of the speaker/event.

Mail to Sid Smith, P. O. Box 655, Guerneville, CA 95446. Please enclose a copy of the event announcement and/or program *and* a check payable to ACSA Region 4 for unexpended grant funds.