

2023 Area 76 Budget Request Letter

Greetings Area 76 Officers and Chairs,

My name is Sophia B. I have accepted the Area 76 Committee Finance Chairperson service position.

If you have any questions please call, text or email me anytime. I will also have many questions as I learn this new commitment.

Attached is the 2022 Budget Request Form. There are many ways that you can deliver this information to me. My contact info is below. **Please submit form by February 1st.**

1. Text or email the info requested on the letter.
2. Print, fill out the form, snap a photo and text or email.
3. Snail mail the completed form to my P.O. Box.

I am grateful that you will have this information to me by January 31st. Once your projected expenses are received, we can secure a budget for the year.

The Area 76 Financial Guidelines suggest:

- a. When possible, travel with other trusted servants and share hotel and gas expenses.
- b. Eat at reasonably priced restaurants.
- c. When doing business by telephone, try to call on weekends or at night and confine your conversation to business.
- d. For wide distribution of information, use The Tributary, if possible.

Also, please keep requests for anticipated budget items, if unexpected expenses occur there is a process for dealing with that later. It is suggested that you read & understand our Area 76 Financial Guidelines, which can be downloaded from the Area 76 website.

Thank you for your service.

Best,

Sophia L. Beck
Finance Chair
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