Budget: _____   **Washington State Organization- Action Plan**   Committee: _____

20____ - 20____

Chair:_____   Members: _____

List committee goals (list in general terms and align to WSO Strategic Action Plan where appropriate))

How will you accomplish these goals? (List activities, due dates, expenses and person responsible)

Activity	Due Date	Expenses Est	Act	Person Responsible	Check When Completed & Comment

Use another form if you need more space rather than scrolling so your statements go out of view. Be sure to name each page differently.

Action Plan Reimbursement

Expenses from the allocated Budget amount: $

Standing Rule 3.75 Executive Committee members, Parliamentarian, committee chairs, Music representative and Area Liaisons

Fall Board		**State Convention (approximate)**	
Early Registration	$	Early Registration	$
Mileage	$	Mileage	$
Scheduled Meals	$	Scheduled Meals	$
Lodging @ 1/2 room	$	Lodging @ 1/2 room	$

Standing Rule Line 210: lodging not to exceed one-half the double-occupancy room rate or room share (1/3 or 1/4)

Standing Rule 3.75b: State committee members

Fall Board Only

Mileage $

Lodging @ 1/2 room $ Standing Rule Line 210: lodging not to exceed one-half the double-occupancy
                                          rate or room share 1/3 or 1/4

One scheduled meal $

For convention, committee members shall not receive reimbursement unless the president has given prior approval for the entire committee to be reimbursed and the budget permits this.

Vouchers must have all receipts attached, except for mileage and be submitted for processing no later than thirty days after the date incurred and prior to the close of the fiscal year (June 30).

Action Plan Addendum

date _____

Committee: _____

In order to assist the Finance Committees in developing next years' working budget (to be adopted at the Spring Convention Executive Board meeting), it would be helpful to have the following information from your committee.

1. Are there any items in your current Action Plan (2022-2023) that you believe are underfunded (i.e, because of your budgeted allocation, you were unable to fully fund the amount you believe the item needs)? Which item? What amount is needed? Rationale or justification for the additional request. Write N/A in the item column if you have nothing to add so we have your feedback.

Item	Amount	Rationale*
		* use back or additional sheets in needed

2. Are there any items you have <u>not</u> put on your Action Plan which, if budget allowed, you would add or that you would suggest for 23-24? Describe the item. How much is needed? Rationale or justification for the additional request. Write "none" if appropriate.

Item	Amount	Rationale*
		*use back or additional sheets if needed