

MARYLAND LIBRARY ASSOCIATION - FINAL FINANCIAL REPORT

Sponsoring Unit:

Program Date:

Title of Program:

REVENUE

# of MLA Members X reg. Fee [] x [\$]	\$
# of Non-Members X reg. Fee [] x [\$]	\$
TOTAL ESTIMATED REVENUE:	\$

EXPENSES

Facilities rental (room rental)	\$
AV equipment rental	\$
Refreshments (coffee, danish, supplies)	\$
Meals (include gratuities)	\$
Speaker fees	\$
"Happenings" fee	\$25.00
Other printing costs (handouts, etc.)	\$
Supplies (nametags, pencils, etc.)	\$
Other (please specify)	\$
	\$
	\$
TOTAL EXPENSES:	\$
NET GAIN OR LOSS:	\$

SUBMITTED BY: _____ PHONE: _____
