

**OREGON-CALIFORNIA TRAILS ASSOCIATION  
BUDGET REQUEST FORM**

Fiscal Year \_\_\_\_\_

Committee Name: \_\_\_\_\_

<b>Project Description</b>	<b>Activity</b>	<b>Cost of Activity</b>	<b>Totals</b>
<i>Example: XYZ Trail Marking</i>	<i>Example: Signs for XYZ significant sites, Installation costs for XYZ signs, Dedication Program for XYZ signs</i>	<i>Example: \$600, \$100, \$250</i>	<i>Example: \$950</i>
Postage			
Telephone			
Ofc Supply/Copies			
Transportation			
Lodging/Meals			
<b>TOTAL</b>			

# Budget Classes, Requests and Reimbursements

Budget classes for OCTA business activities are listed below. Please find your category and include it on any Budget Request Form and the Cost Reimbursement Form you submit.

Following are important notes concerning budget requests and expense requests.

1. All budget requests for the ensuing year are to be submitted to the Treasurer by July 1 of each year so that the budget can be properly prepared for the approval of the Board of directors during the annual national convention board meeting in August. A budget request form is available in section 3.3.1.
2. The treasurer will inform all those concerned that the budget requests are due. It will then become the responsibility of each committee chair or officer to see that the proper budget request is submitted by the deadline. Please consult the OCTA Organizational Chart. Properly, the budget requests should flow to the Treasurer (and ultimately the President) through each of the lines of oversight responsibility.
3. For example: it will now be the National Preservation Officer's responsibility to see that the Archaeology, Graves and Sites, COED, and trail Mapping Committees have formulated and submitted their budget requests—either through him or directly to the treasurer. Each one of the committees is responsible for preparing its own budget request. This spreads out the budget-making responsibilities and yet gives us a workable way of monitoring the process.
4. If monies are left in committee budgets or other budgeted accounts at the close of a fiscal year, those monies will go back into the general fund. A surplus does not accrue to that account. Try to keep budget requests realistic.
5. It is the officer's or committee chair's responsibility to submit expense statements regularly to the Treasurer for payment. (See the OCTA Calendar in Section 3.1 for statement deadlines.) In any case, an expense statement is to be submitted to the Treasurer on a quarterly basis, as per the Calendar, if payment is to be expected. A copy of the Cost Reimbursement Form is located in section 3.3.2.
6. Remember: all expense items must be accompanied with a dated receipt. The treasurer cannot honor expenses that are not properly documented.
7. Officers and committee chairs, please circle your own personal calendars now so that you won't miss your expense account deadlines.

## Budget Class Codes

01	Board of Directors	42	Headquarters
02	President	43	Headquarters Payroll
03	Vice President	44	Headquarters Membership Support
04	Treasurer	50	Special Endowment Fund Raising
05	Secretary	51	Preservation Officer
06	Legal Counsel	52	Archaeology
07	Association Manager	53	Graves & Sites
10	Awards	54	COED
11	Nominating	55	Trail Mapping
13	National Trails	56	Trail Marking
14	Policy and Procedure	61	Publications
15	History and Archives	62	News from the Plains
17	Membership	63	Overland Journal
18	Public Relations	65	Marketing
19	Chapters	71	Conventions (odd year)
20	Audit	72	Conventions (even year)
23	Fund Raising	75	NPS Grants (CCSP)
25	Collections	80	Catalog Sales
27	Donations	81	NFTM Sales
28	Internet	82	Capital Equipment