



## ***MONTANA TALKING BOOK LIBRARY***

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# MEMO

TO: Jennie Stapp, MSL Director  
MSL Commission

FR: Christie Briggs, MTBL Supervisor

RE: 2013 Volunteer Appreciation Event Trust Expenditure Request

Please find attached the "estimated" expenditure request for the 2013 Volunteer Appreciation Event in the amount of \$2,500.00.

This event is scheduled for Thursday, October 10, 2013. It will be held at the Saint Cyril & Methodius Catholic Church at 120 W. Riggs, East Helena.

## 2013 VOLUNTEER APPRECIATION EVENT

### ESTIMATED EXPENDITURES

CATERING/SPACE RENTAL	\$1,010.00
SUPPLIES	\$199.00
VOLUNTEER APPRECIATION GIFTS	\$1,141.00
ENTERTAINMENT	\$150.00
<b>TOTAL</b>	<b>\$2,500.00</b>

### ITEMIZED PROJECTED EXPENDITURES

EXPENSES	SOURCE	QTY	PRICE	AMOUNT
<b>CATERING/SPACE RENTAL</b>				
Catering		80	12.00	960.00
Space Rental		1	50.00	50.00
	SUBTOTAL			<b>1,010.00</b>
<b>SUPPLIES</b>				
Decorations		1	199.00	<b>199.00</b>
<b>VOLUNTEER APPRECIATION GIFTS</b>				
Vol. Appreciation Gifts		100	8.50	850.00
Plaques - 6x8		1	10.00	10.00
Name Plates		6	2.50	15.00
Etched Mugs		3	12.00	36.00
Vol. Longevity Gifts		1	120.00	120.00
Youth Vol. Gifts		12	5.00	60.00
Telephone Pioneer Recognition		5	10.00	50.00
	SUBTOTAL			<b>1,141.00</b>
<b>ENTERTAINMENT</b>				
	Honorarium	1	\$150.00	150.00
	Mileage	0	\$0.555	0.00
	SUBTOTAL			<b>150.00</b>

<b>TOTAL EXPENSES</b>	<b>2,500.00</b>
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IN-HOUSE EXPENSES	SOURCE	QTY	PRICE	AMOUNT
Programs	In-House Paper/Printing	90	\$0.12	10.80
Invitations	In-House Paper/Printing	100	\$0.12	12.00
Postage	In-House Postage	100	\$0.46	46.00

<b>TOTAL IN-KIND DONATIONS</b>	<b>68.80</b>
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<b>TOTAL EXPENSES AND IN-KIND DONATIONS</b>	<b>2,568.80</b>
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