

Connecticut State Music Teachers Association, Inc [www.csmta.org](http://www.csmta.org) Income and Expense Form

*\*\*Please submit audition/event expenses within 2 weeks after the event. All requests for pre-payments (for judges, etc) must be received a minimum of 2 weeks prior to the event. All expenses must be submitted before the end of the current Fiscal Year (June 30).*

**TODAY'S DATE:** \_\_\_\_\_

**INCOME FOR:**

- \_\_\_\_\_ Membership Dues
- \_\_\_\_\_ Donation (specify program: \_\_\_\_\_)
- \_\_\_\_\_ Audition/Competition Fees: MAP (chapter: \_\_\_\_\_)
- \_\_\_\_\_ Audition/Competition Fees: Concerto Competition
- \_\_\_\_\_ Audition/Competition Fees: YAPC
- \_\_\_\_\_ MTNA refund for competitions
- \_\_\_\_\_ MTNA refund for commissioned composer
- \_\_\_\_\_ MAP Materials
- \_\_\_\_\_ State Conference
- \_\_\_\_\_ Directory Income/Advertising
- \_\_\_\_\_ Other (explain: \_\_\_\_\_ )

**Itemize income below:**

Names/Source of Income	Category	Amount

*(if necessary, attach additional list)*

(see categories above; please specify WHICH competition/audition)

**TOTAL AMOUNT ENCLOSED \$** \_\_\_\_\_

**EXPENSE FOR:**

- \_\_\_\_\_ Audition/Competition:
  - \_\_\_\_\_ MAP: \_\_\_\_\_ Judges \_\_\_venue rental \_\_\_ overhead
  - \_\_\_\_\_ YAPC: \_\_\_\_\_ Judges \_\_\_venue rental \_\_\_ overhead
  - \_\_\_\_\_ MTNA Competitions:
    - \_\_\_\_\_ Judges \_\_\_venue rental \_\_\_ overhead
    - \_\_\_\_\_ Concerto Competition
    - \_\_\_\_\_ Judges \_\_\_venue rental \_\_\_ overhead
    - \_\_\_\_\_ Other Competition (List: \_\_\_\_\_)
- \_\_\_\_\_ Commissioned Composer ( \_\_\_\_\_ Performer \_\_\_\_\_ Composer)
- \_\_\_\_\_ State Conference (please check appropriate category)
  - \_\_\_\_\_ Artist/Clinician Fee
  - \_\_\_\_\_ Lodging \_\_\_\_\_ Meals
  - \_\_\_\_\_ Round Trip Mileage \_\_\_\_\_ Travel
  - \_\_\_\_\_ Venue Use/Rent \_\_\_\_\_ Piano Tuning
  - \_\_\_\_\_ Catering
  - \_\_\_\_\_ Overhead (paper, ink, printing, copies, postage, etc)
  - \_\_\_\_\_ Other Expense
- \_\_\_\_\_ Division or National Conference Expense
- \_\_\_\_\_ ADMINISTRATIVE: Printing and Copying
- \_\_\_\_\_ ADMINISTRATIVE: Directory
- \_\_\_\_\_ ADMINISTRATIVE: Website
- \_\_\_\_\_ ADMINISTRATIVE: Legal and Professional Fees
- \_\_\_\_\_ ADMINISTRATIVE: supplies
- \_\_\_\_\_ ADMINISTRATIVE: Telephone, utilities
- \_\_\_\_\_ Other administrative (List: \_\_\_\_\_)
- \_\_\_\_\_ Mileage Reimbursement (List round-trip miles: \_\_\_\_\_ and attach explanation of the event)
- \_\_\_\_\_ Other expense (explain: \_\_\_\_\_ )

Names/Source of Expense	Category	Amount

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Your Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

EMAIL \_\_\_\_\_

*If any portion of the above expenses should be paid to another party, please indicate the amount and to whom and where the check should be mailed (including address). Attach additional sheets if necessary.*

Amount \$ \_\_\_\_\_ Pay to: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Amount \$ \_\_\_\_\_ Pay to: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Send this completed form to:  
KATHLEEN THEISEN NCTM  
CONNECTICUT STATE MUSIC TEACHERS ASSOCIATION, INC.  
PO BOX 1163  
GREENWICH CT 06836  
[connecticutmusicteachers@gmail.com](mailto:connecticutmusicteachers@gmail.com)**

**IMPORTANT: Receipts (or copies of them) must be attached to this form.  
Tax will not be reimbursed. Please use the tax exempt forms to purchase items for CSMTA.  
If you do not have receipts, please briefly explain.**

Office Use Only: Date Received \_\_\_\_\_ Date Paid \_\_\_\_\_ Check# (or online) \_\_\_\_\_