

D.A. Workshop Spending Plan* for

Workshop on _____
Host Group _____

To be completed by Host Group

Expenses

Date	Category	Planned Amount	Actual Amount	Actual Amount (Food and beverages are not reimbursable.)
	Flyers, etc.			
	Other materials			
	Other materials			
	Total Expenses			

Income

Date	Category	Amount	Amount	
	7 th Tradition			
	Literature sales			If literature supplied by a group
	Total Income**			
**Initials of Counters		1.	2.	

Disbursements by Intergroup To be Completed by IG Treasurer

Date	Category	Amount	Amount	
	Facility for Rent			To be paid before or on the day of the workshop
	DA group for Lit Sold			Reimburse group for any sales of their literature
	Host Group Expenses			Reimburse approved host-group expenses (no food or beverage)
	Total Expenses			
	Total Proceeds	\$		(Total Income less total expenses)

***Intergroup Chair delivers 7th Tradition money and spending plan with upper portion completed to ODAI Treasurer.**