

Approved Assembly Expenditures (rev. 09/2019)

Paid by the Diocesan Operating Account

Camp Allen Deposit: Guarantees our reservation and is used to pay that Assembly's expenses.

A new deposit check must be written immediately after a completed Assembly for the next Camp Allen Assembly. Registration fees actually pay for this deposit.

Keynote Speaker: Fees, transportation, and registration including food and lodging.

If s/he does not charge for the above – s/he receives an honorarium of \$500.

Workshop Leaders: \$150 per workshop presented.

Chaplain: Transportation and registration plus \$250 honorarium.

Celebrant: Honorarium \$250.

Organist: Honorarium \$250.

GBS: Honorarium \$500.

Grants & Donations: As approved by the Executive Board.

Assembly **Shortfalls**: May be covered by the diocesan account if a shortfall occurs. Evaluate whether or not to raise registration fees or consider the shortfall as an outlier due to unusual expenditures by the diocese or host chapter/s.

Paid by the Host Chapter/s

\$500 **LOAN** can be requested by the host chapter/s from the diocesan operating account as seed money for start-up expenses; must be repaid within 30 days of Assembly.

The host chapter/s collect/s registration fees and pay/s for:

Facilities, registration materials, decorations (general and table), printing, attendee favors, keynote speaker gift, Friday reception, Saturday breakfast (for those not provided at a hotel), Saturday luncheon, optional "to-go" bags.

Honorariums for any parish personnel.

Overages may be donated to one or more bona fide charities. The selected charity/charities should be announced at the Assembly by the Host Chapter/s President/s or Assembly Chair/s.

The host chapter/s may donate any overage to the DOKDOT so that the overage will not go to their church general fund.