

ZONE REBATES AND GUIDELINES

In order for a zone to qualify for its rebate, the zone will:

1. Establish operational guidelines. A copy of these will be filed **annually** with the OEA.
2. Elect a Zone Executive Board which includes the OEA Zone Board of Director member.
 - a. Determine zone activities and expenditures with approval of Zone Executive Board.
 - b. The Zone Executive Board will plan activities for all members and approve all expenditures.
 - c. Submit a report of zone activities, officers and a financial report to the OEA.
 - a. The financial report shall include:
 1. A statement of income
 2. A statement of expenditures
 3. The amount of total unexpended funds for the previous year

These reports will be due in the OEA office by December 1, and checks will be issued by January 1. Zone rebate checks will be made payable to the Zone Treasurer and Zone Chair.

ZONE REBATE REPORT
ZONE _____
FOR 2023-2024 YEARS

According to zone guidelines adopted by the OEA Board of Directors, a zone must file a current copy of its operational guidelines with OEA **annually** in order to qualify for the zone rebate.

In addition to the guidelines, we also must have the following information by December 1, 2024:

- 1. LAST YEAR - Report all zone activities, including dates, completed during the 2023-2024 school year: (use extra sheet if needed)

- 2. CURRENT YEAR - Report all zone activities, including dates, scheduled to be completed during the 2024-25 school year: (use extra sheet if needed)

- 3. New Zone Officers (names and addresses) for 2024-2025:

Chair: _____

Vice-Chair: _____

Secretary: _____

Treasurer: _____

- 4. Signature of person completing report: _____

- 5. Income and expense summary on next page.

Send to the attention of: Robin Bennett
OEA Headquarters
PO Box 18485
Oklahoma City, OK 73154

OEA ZONE _____
INCOME AND EXPENSE SUMMARY
FOR YEAR ENDED- June 30, 2024

INCOME:

Beginning balance 7/1/23 (Ending Balance on last zone report) _____

OEA Zone Rebate received for 2022-23 (paid in 2024) _____

Other Income (list each source separately)

Interest earned _____

Other _____

Total income _____

EXPENSES: (list each type of expense separately)

From July 1, 2023 – June 30, 2024

Total Expenses _____

Ending Balance carried forward 7/01/2024 _____

Signature of person completing report: _____