

**Iowa State University Women's Club
Cabinet Office or Committee Annual Report**

**Completed at End of Club Year
2019-2020**

*This form may be filled in online or downloaded and filled in my hand.
After completing, print two hard copies and submit the copies as follows:*

- 1) one copy to the President at or before the Annual Meeting*
- 2) one copy, with any appropriate attachments, placed in the office or committee file or folder.*

Office or Committee Name _____

Responsibility. Outline what, when, and how you or your committee worked during the year to fulfill assigned responsibility. Use back of form if additional space is needed.

Explain what worked well and what did not. Use back of form if additional space is needed.

Suggestions for the future officer or committee. Use back of form if additional space is needed.

Finances.

Budget Amount _____ Total Expenses _____ Other Income _____

Indicate how money was spent. Use back of form if more space is needed.

Item	Budgeted Amount	Actual Cost

Attendance (event only). _____

Form Prepared by _____ **Date** _____ **Phone** _____