

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

**Completed at End of Club Year  
2020-2021**

*This form may be filled in online or downloaded and filled in by hand.  
After completing, save and submit a copy to 1) ISUWC President at or before the  
Annual Meeting (copy may be a hard print copy or an email attachment) AND 2) office  
or committee file or folder--hard print copy with any appropriate attachments.*

**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).** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Form Prepared by** \_\_\_\_\_ **Date** \_\_\_\_\_ **Phone** \_\_\_\_\_