

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

**Completed at End of Club Year
2023-2024**

*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** _____