

End of Year Report

Committee: _____

Complete this report in the month of October

The information that you document will be helpful to future chairpersons to know what has been done, what was successful, etc. It will also help with possible decisions about revising the role and budgetary adjustments. Use additional paper if needed. File this report on top of the previous year end report.

Describe the year and anything unique that you did in this role: _____

Did you perform this role by yourself or did you enlist support from others? ____ Others?
____ Self?

How many other people helped you? _____

Explain how you needed help: _____

Budget allotted: \$_____. Did you exceed your budget? _____

Where there unusual expenditures? _____? Explain: _____

Recommend increase/decrease in budget? _____? Recommended amount _____

What obstacles did you encounter? _____

Helpful Hints for future chairpersons: _____

Recommendations for change: _____

Your name: _____ Date: _____