



Appendix A COMMITTEE / COUNCIL ANNUAL REPORT COVER SHEET

COMMITTEE / COUNCIL: _____

LOCATION: _____

NAME OF SUBMITTOR: _____

SIGNATURE: _____

Have you attached the following documentation?

List of committee / council executive contact information (Appendix B)

Minutes of all meetings (**including the minutes from current calendar year where the financial review and new budget were passed / approved**).

Current Bylaws or Terms of Reference

Copies of bank statements for January through December

Completed financial review report (Appendix C)

Report of Bank Signatories (Appendix D)

Transaction Log (using the Excel template provided)

Annual financial statement (using the Excel template provided)

Budget request (using the Excel template provided)

Copy of previous year's approved budget breakdown from REVP office

DATE SUBMITTED TO PRC REP (no later than March 1st): _____

TO BE COMPLETED BY PRC REP:

Submission has been reviewed and all applicable information is attached.

PRINT Name of PRC rep

Signature of PRC rep

Date
(no later than Mar. 15th)

REVP OFFICE: Date Received: _____