Delta Sigma Theta Sorority, Incorporated Albuquerque Alumnae Chapter



REPORT DATE:

COMMITTEE: CHAIRPERSON: Meeting date: Meeting time/location: Meeting attendees:

Meeting summary. *Give a brief summary of what was accomplished during the meeting.* ONLY INCLUDE IMPORTANT INFORMATION.

Action Items for Chapter. In order to move forward, what does the committee need the chapter to do? i.e. vote on location, date, etc.

Recommendations. What specific recommendations does the committee have to accomplish the tasks? These recommendations should address the items listed in the Action Items for Chapter section above. i.e. if the action item is to decide on a date for an event, what date does the committee recommend?

Budget. Tally revenue and expenses for the month. Make sure to update your budget worksheet, and provide a copy to the Treasurer. Only complete the table below if you have expenses and/or revenue for the month.

Approved budget for the sorority year: \$

Funds that exceed the approved committee budget will NOT be reimbursed.

Check here if budget is unchanged from previous month. *If budget is unchanged, you do not have to give an updated budget worksheet to the Treasurer.*

ITEMIZED EXPENSES (Item- Price)	ITEMIZED REVENUE (Item- Price)
Example: Copies- \$15.77	Example: In-Kind donation- \$200.00
TOTAL EXPENSES: \$	TOTAL REVENUE: \$

NET TOTAL (TOTAL REVENUE- TOTAL EXPENSES): **\$**

The NET TOTAL should be added (or subtracted if it is negative) from your annual budget and submitted to the Treasurer to give an accurate account of your committee's spending and revenue.

Total committee budget funds spent to date: \$_____

Respectfully Submitted,