



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 (if not on the PSAC Prairies Website)
- 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: _____

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

REVP OFFICE: Date Received: _____