

Annual Committee Report

Committee: _____

For the Year Ending: _____

Chair(s): _____

Vice-Chairs(s): _____

1. Brief general background information regarding the Committee and its primary objectives.

2. Specific objectives adopted during Committee Day and other planning sessions preceding start of year and subsequently at Committee meetings.

3. Special Projects:
 - A. Activities and projects now completed, or which you expect to complete by May 31.

 - B. Work which will be incomplete at June 1.

 - C. Projects which you recommend be continued, dropped or revised.

4. Activities for the year and major activities planned for the next year:
 - A. Technical meetings, seminars, etc.

 - B. Articles, publications, etc.

 - C. Significant accounting, auditing or tax questions discussed.

 - D. Long range projects (1) completed (2) in progress.

 - E. Number of meetings held (with quorum present).

5. Status of Committee's "carry-forward" files (i.e., state whether up-to-date or not).

Voluminous data should be summarized.

Please complete this

report and submit to

Whitney Cherry

whitney@wvscpa.org

6. Recommendations for changes in the Committee's scope, size or name.