

PLANS, REPORTS and BUDGETS

ANNUAL REPORT

Written by President and Executive Director.

Each President is responsible for the Annual Report of the year of their term.

Compiled from the committee year-end reports.

To be disseminated to members, legislators, and other associated organizations.

To be completed by the Annual Retreat.

YEAR-END REPORTS (FROM COMMITTEES)

The Year-end Report will contain:

- List of committee's members (names only);
- Summary of activities and major achievements/accomplishments;
- Indication of Strategic Plan tasks accomplished;
- Summary of Strategic Plan tasks still to accomplish;
- Mention of immediate future plans; and
- Budget.

To be submitted to the immediate Past President at the January conference.

IMPLEMENTATION PLAN

All Committees will prepare an Implementation Plan.

The Implementation Plan will contain:

- List of committee's objectives for the coming year;
- List of specific tasks to complete, with target dates;
- Notification of tasks related to Strategic Plan.

To be submitted to the President before March 30th, annually,

BUDGETS

- The ANJEE Fiscal Year is July 1st – June 30th;
- Projected, detailed budgets (with line items) are to be prepared by committee chairs for the Annual Retreat. There they can be confirmed by their individual committees and consequently submitted for approval by the Executive Board at the business meeting of the Annual Retreat.
- If further consideration and/or discussion is required, budgets may be finalized at the Spring Executive Board meeting.
- when submitting receipts for reimbursement, the treasurer should be informed as to which line item of your budget it applies.
- no committee is permitted to overspend their budget without approval.
- if a committee anticipates that their spending will be more than their budget, the excess has to be requested from the Executive Board, otherwise individuals may be held responsible for the expense.