

League of Women Voters of Indiana, Inc.
FINAL PROJECT REPORT

Revised June 2020

Please review "LWVIN Education Fund and the Local League" before submitting this report, no more than one month after your project has been completed. Attach additional sheets as necessary. Consult the treasurer if you need help.

To: League of Women Voters Indiana, Inc.
1500 N. Delaware Street
Indianapolis, Indiana 46202

From: League of Women Voters of _____

Submitted by _____

Address _____

Telephone _____ Date _____

Attached is the report on our project _____

approved by LWVIN Board on _____ (date).

LWVIN Education Fund check received _____ (date) for \$ _____

Project beginning date _____ ending date _____

Checklist for contents of Final Report:

_____ Final fiscal statement, plus explanation of differences from original budget approved by Board, if any. Itemize actual Income and Expenses and correlate line by line with budget. Show where LWVIN Education Funds were used and where others were.

_____ Copies of all bills, receipts, vouchers, etc.

_____ Copy of publication included, if any, plus list of writers, editors, etc., number of copies, cost per copy.

_____ Copies of press releases, news clippings, etc.

_____ For meeting information, names of participants, place, date, time, number of attendees, co-sponsors, cost per attendee (whatever is not covered in the publicity you send).

_____ Evaluation results, if any.

_____ If the LWV Education Funds granted for the project exceed the costs, please separately mail a check to LWVIN Education Fund for the difference, to be credited to your local League Education Fund account, with an explanation. The difference should be clearly evident in your fiscal reports.

_____ Brief description of project activities and accomplishments.

Optional: What worked really well? Was there anything you wish that you had done differently?
