



LARAMIE COUNTY MASTER GARDENERS ACTIVE COMMITTEE MONTHLY REPORT

[Insert Date]

Committee Name: [Insert committee name]

Chairperson(s): [Insert first and last name]

Number of Committee Members: [Insert # of committee members]

I. Committee Budget and Summary of Expenditures/Revenue. [Identify any expenditures or revenue for this month in the table below. If none, enter zero or null (-) where appropriate.]

MONTHLY INCOME & EXPENSE REPORT

Starting Committee Budget : \$ 4,000.00	[Insert Month & Year]
Expenses	
Printing	\$ 100.00
Total Expenses	\$ 340.00
Remaining Budget <i>(starting budget - total expenses)</i>	\$ 3660.00
Income <i>(applies primarily to fundraising committees, all others may leave blank unless they receive an unsolicited monetary donation)</i>	-

[As required, provide a brief summary of items mentioned in the table above; identify timeline Treasurer should expect to receive your receipts & Financial Forms, etc.]

II. Problems and concerns. [Are there any problems or concerns to be brought to the Executive Board or General Membership attention for this monthly reporting period? If none, state "None at this time."]

III. Progress made since last report. [What committee activities, meetings, events, etc. were accomplished during this period? If none, state "None at this time."]

IV. Recommendations. [Does your committee have any recommendations to pass on to the Executive Board or General Membership? If none, state "None at this time."]

V. Summary of approximate participation by Master Gardeners and/or the public.

[This information should also be uploaded to the University of Wyoming Extension Online Volunteer Reporting Portal for volunteer hour tracking. If none, state "None at this time."]