

LEAGUE OF WOMEN VOTERS INDIANA EDUCATION FUND, INC.
FINAL PROJECT REPORT

Revised 1/2009

Please review "LWVIEF 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 assistant treasurer if you need help.

To: League of Women Voters Indiana Education Fund, Inc.
445 N. Pennsylvania St., Suite 910 info@lwvin.org
Indianapolis, Indiana 46204 317-241-8683

From: League of Women Voters of _____

Submitted by _____

Address _____

Telephone _____ Date _____

Attached is the report on our project _____

approved by LWVIEF on _____ (date).

LWVIEF 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 LWVIEF, if any. Itemize actual Income and Expenses and correlate line by line with budget. Show where LWVIEF funds were used, 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 LWVIEF funds granted for the project exceed the costs, please separately mail a check to LWVIEF for the difference, to be deposited to your local League IEF 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?
