**SOCIETY FOR RANGE MANAGEMENT FINANCIAL REPORT - Due July 31**

**Committee Report Submission Procedure**

**• PLEASE USE ELECTRONIC FORMAT OF THIS FILE**. Do not submit a hard copy.
File can be downloaded from: <https://rangelands.org/srm-committee-report-roster-form-submittal/>

**• RENAME** file with Committee Name and date *(e.g., “SRM Committee Report(Nominations)Feb20XX.docx”)*

**• COMPLETE & UPLOAD** to<https://rangelands.org/srm-committee-report-roster-form-submittal/>

**• After uploading the report form,** a copy will be emailed to the submitter, the SRM EVP (Jess Peterson - EVP@rangelands.org) and Director of Office Services (administrator@rangelands.org):

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| **Committee Name:** Click here to enter name. **Date:** *Select Date*  |

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| Committee Chair(s): *Information Required* |
| *Name*: |  | ***Start****(Mon-Yr):* |  | ***End****(Mon-Yr):* |  |
| *Email:* |  | *Affiliation****:*** |  |
| *Name of person submitting this report:* |
| *Name*: |  | ***Start****(Mon-Yr):* |  | ***End****(Mon-Yr):* |  |
| *Email:* |  | *Affiliation****:*** |  |

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| **Financial Report:** *Please submit your committee’s FY Financial Report here. Note that SRM's Fiscal Year (FY) is August 1 - July 31 and all funds MUST be used during the FY. NO CARRYOVER IS ALLOWED FROM ONE FY TO THE NEXT.) Enter below – box will expand as needed.* |
| **A. Needs/Objectives/Actions -List those components that were funded and those that were accomplished:****B. Accomplishments - Please include any evidence or metrics that demonstrate how the items in “A” benefited the society and/or rangelands:****C. Actual revenue or matching sources:****D. Total of amount of funding that was granted by SRM:*** **Please submit all invoices and outstanding reimbursable expense reports by July 31 with appropriate documentation (i.e. receipts).**
* **We anticipate that all SRM Committee purchase request forms will have been processed before July 31.**
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