



Institute of Transportation Engineers

DISTRICT ANNUAL REPORT FORM

for the period _____ to _____ for District _____

Officers:

Current Officers and Committee Chairs:

President	_____
Vice President	_____
Secretary	_____
Treasurer	_____
Technical Chair	_____
Membership Chair	_____
Legislative Coordinator	_____
Student Chapter Coordinator	_____
Others:	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Financial:

Does your district have a Federal Employer Identification Number?

Yes No

If yes, what is the number?_____

Balance of Funds on hand at the Beginning of the Reporting Period: \$_____.

Income for the Reporting Period:

District Dues \$ _____
Gross Income from Meetings \$ _____
Investment Income \$ _____
Advertising Income \$ _____
Other Principal Sources of Income
(please list below):
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Total Income: \$ _____

Expenditures for the Reporting Period:

Newsletter
Printing/Postage \$ _____
Travel \$ _____
Meetings \$ _____
Special Projects \$ _____
Awards \$ _____
Other Expenditures:
_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Total Expenditures: \$ _____

Net Income (Expense) \$ _____

Balance of Funds on hand at the End of the Reporting Period: \$ _____

Was there a change in the District Bylaws during this reporting period? (If yes, please attach a copy of the new bylaws.)

Yes No

Technical Activities:

List Projects underway by title and, if available, provide expected date of completion:

List Projects by title which were completed during this reporting period and, if available, attach a copy of the report:

Legislative Activities during this reporting period:

Meetings held during this reporting period:

Date _____ Location: _____
Purpose: _____ Attendance: _____

Date _____ Location: _____
Purpose _____ Attendance: _____

Date: _____ Location: _____
Purpose: _____ Attendance: _____

Date: _____ Location: _____
Purpose: _____ Attendance: _____

Date _____ Location: _____
Purpose: _____ Attendance: _____

Date: _____ Location: _____
Purpose: _____ Attendance: _____

Student Chapter Activities during this reporting period:

Awards Presented during this reporting period:

Award Name: _____
Recipient's Name: _____
Purpose of Award: _____

Form of the Award: _____

Award Name: _____
Recipient's Name: _____
Purpose of Award: _____

Form of the Award: _____

Award Name: _____
Recipient's Name: _____
Purpose of Award: _____

Form of the Award: _____

Award Name: _____
Recipient's Name: _____
Purpose of Award: _____

Form of the Award: _____

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