

Institute of Transportation Engineers Section Annual Report Form

for the period January 1, 20____ to December 31, 20____
for the _____ Section

Officers:

Current Officers and Selected Committee Chairs:

Officer Title	Name of Officer
President	
Vice President	
Secretary	
Treasurer	
Technical Chair	
Membership Recruitment Chair	
Legislative Committee Chair	
Student Chapter Coordinator	
Other Officers:	

Term of Office

Start of term:

End of term:

Non-International members:

Section Affiliates [List Each Type]:

Type	Number

Financial:

Does your section have a Federal Employer Identification Number?

Yes No

If yes, what is the number? _____

Has your section filed for and received a U. S. federal tax exemption?

Yes No

If yes, what is date the exemption was granted and under what section of the IRS Tax Code (such as 501c3)? _____

Balance of Funds on hand at the Beginning of the Reporting Period:

\$ _____

Income for the Reporting Period:

Membership Dues	\$
Meetings	\$
Advertising Income [to include business cards and exhibits]	\$
Contributions	
All other sources	\$
Total Income:	\$

Expenditures for the Reporting Period:

Meetings	\$
Reimbursed Travel	\$
Honorariums to individuals such as the webmaster, newsletter editor, administrator,...	\$
Scholarships and student programs	
All other expenditures	\$
Total Expenditure:	\$

Balance of Funds on hand at the end of the Reporting Period:

\$ _____

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:

What one or two initiatives that the section has underway and/or completed that the section leadership most proud of?

	Initiative	Description
1.		
2		

Report completed by:	
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Send Annual Report to:

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membership@ite.org**