

Memorandum to: **Insert name of recipient**

From: **Insert name of District**

Subject: **Annual Plan of Work**

Date: **Insert Date**

This represents the annual plan of work of the **insert District** for fiscal year **insert date** as required by the **recipient** as specified in cooperative agreements with **recipient** and the Alaska Association of Conservation Districts

### **Program Goals**

#### **Goals and sub-goals from the long range business plan**

**Goal 1:** **Insert narrative. What is the goal? New goal or continuation? What needs to be done to accomplish this goal. Timeline. Anticipated completion date? Cost by function:**

Objective: **for this year (add as many objectives as needed)**

Actions: **tasks, or steps needed to accomplish each objective**

Estimated Workload: **hours, days by each individual or discipline for each action**

Lead Staff: **person(s) responsible for each action**

Schedule: **due dates or time schedule to complete each action**

Budget Information: **source of funding, cost elements, cash categories, etc.**

**Personnel:**

**Fringe:**

**Travel:**

**Supplies:**

**Equipment:**

**Contractual:**

**Other:**

#### **Goal 2:**

Objective:

Actions:

Estimated Workload:

Lead Staff:

Schedule:

Budget Information:

**Budget Summary**

Summation of goal totals: Insert QuickBooks budget report.

**Signatures**

_____ Plan prepared by	_____ Signature	_____ Date
_____ District Chair	_____ Signature	_____ Date
_____ District Board Member	_____ Signature	_____ Date