

Memorandum to: **Insert name of recipient**
From: **Insert name of District**
Subject: **Annual Report of Accomplishments**
Date: **Insert Date**

Personal message from the chair of the board of supervisors.

This represents the annual report 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

An easy to read financial report from the treasurer and/or auditor.

Highlights of the year.

Programs & Projects

The **insert District** conducted its annual assessment of progress toward completion of the **insert year** plan of work. **This can be a summary by grant or funding source(s) or the district's prioritized program areas.**

Goal 1:

Assessment: **Insert assessment. The goal was accomplished, wasn't accomplished, why, why not, highlights, etc. How many cooperators were helped during the year through this project?**

Goal 2:

Financial Report

Insert Quickbooks budget vs. actual report for fiscal year.

Signatures

_____ Report prepared by	_____ Signature	_____ Date
_____ District Chair	_____ Signature	_____ Date

District Board Member

Signature

Date