

Committee, Project or Task Force _____ Chairperson _____

Phone _____ e-Mail _____ Supervising Chamber Director _____

CPG Board Mtg Date _____ Final Report Board Mtg Date _____



Chairperson's Final Report

See Original CPG for Planning & Budget Steps 1 through 8.

Execution Steps

9. **Actual Performance.** Record your measurable results against the Goals that you had set in Step 2 of your CPG.

	Planned	Actual
Goal 1		
Goal 2		
Goal 3		
Goal 4		
Goal 5		

10. List the Revisions you found necessary to your original plan. Briefly describe the steps that you actually followed to complete.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

11. Outside Community Resources. List the community resources outside the Chamber, people and their contact information that you utilized to operate this Committee, Project or Task Force.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

12. Unanticipated Problems. List the problems that arose that you did not anticipate and briefly describe what you did to resolve the situation.

Unanticipated Problem

Solution

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

13. Changes to Committee. Show the changes you made to the Committee structure or personnel during the term of this Committee, Project or Task Force. If no changes were made, simply state 'none'.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

14. Final Recommendations. Make any further comments here to the Board and future Chairpersons of this Committee, Project or Task Force to help them be at least as successful as you have been with this effort.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

15. BUDGET WORKSHEET

Use Budget Worksheet to show actual revenue and expenses compared with your plan.

Project, Task Force or Committee _____

Date of Board Meeting Final Report _____ **Chairperson** _____

NOTE: Total Revenue must equal Total Expenses

REVENUE	PLAN	ACTUAL
Itemize earned revenue sources and respective amounts	\$	\$
Sub-Total Earned Revenue (Planning Retreat #)	_____ \$	_____ \$
Appropriation from Chamber requested	_____	_____
TOTAL COMMITTEE REVENUE	_____ \$	_____ \$
EXPENSES Itemize expenses and respective amounts	\$	\$
Sub-Total Expenses (Planning Retreat #)	_____ \$	_____ \$
Net amount returned to Chamber	_____	_____
TOTAL COMMITTEE EXPENSES + Net Return to Chamber	_____ \$	_____ \$