

**WILPF US 2017 MINIGRANT ACCOUNTING REPORT  
ISSUE COMMITTEES and BRANCHES**

Issue Committee or Branch Name:

Project Dates (start date and end date):

Person Reporting ▶ :

Amount  
Awarded

H

Brief Description of Project:

**EXPENSES**

Issue Committees: send receipts to national office for reimbursement, but fill in this report. Branches: scan and send receipts with this report.

Instructions: Paste or tape receipts to an 8.5 x 11 sheet of paper and scan the sheets. Label anything that is not immediately understandable or clear. Itemize everything.

<u>Date</u>	<u>Expense</u>	<u>Purpose</u>	<u>Paid to Whom?</u>	<u>Paid by Whom?</u>	<u>Method</u>	<u>Amount</u>	<u>Receipt Scanned?</u>
						<b>AMOUNT AWARDED:</b>	
						<b>DOLLARS NOT SPENT OF AMOUNT AWARDED:</b>	

email this form after it is filled out plus the scanned pages of your taped/pasted receipts to [programsupport@wilpfus.org](mailto:programsupport@wilpfus.org)