

# REPORTING AT A GLANCE

Annual Reporting	6-100 students	<input type="checkbox"/>	101-1000 students	<input type="checkbox"/>	1001+ Students	<input type="checkbox"/>
<hr/>						
• Minutes of AGM	✓		✓		✓	
• New membership list or formula estimate	✓		✓		✓	
• Change of Officebearers	✓		✓		✓	
• Evidence of use of GSA logo, communication and link to website/social media	✓		✓		✓	
• Highlight of Activities using GSA Funds	✗		✓		✓	
• Evidence of promotion of GSA website/events/social media	✗		✓		✓	
• Projected Budget for GSA funds - in advance	✗		✗		✓	
<hr/>						
<b>6 Month reporting</b>						
• Highlight of activities using GSA funds	✗		✗		✓	
• Reconciled accounts of expenditure of GSA funds	✗		✗		✓	
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>