



# Minnesota Wing Civil Air Patrol Monthly Department Status Report

**Month/Year:** \_\_\_\_\_

DEPARTMENT INFORMATION		
Director: _____		
Department: _____		
DEPARTMENT BUDGET		
FY Budget Granted _____	Budget Notes:	
Additions to Budget: _____		
Total FY Budget: _____		
Expenditures To-Date _____		
Remaining Budget _____		
SHORT TERM ACTION ITEMS	DUE DATE	STATUS
LONG-TERM GOALS	DUE DATE	PROGRESS
ACCOMPLISHMENTS		
CONCERNS		
ANNOUNCEMENTS		

*Report is due monthly to Wing Chief of Staff. Must be E-mailed 24 hours before staff meeting. This information may be used to assist in your monthly staff briefing. If more space is needed use back of page.*