**Annual Report Checklist**

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| **Heading** | **Content** | **Desired** | **Included** |
| **Director’s Report** | * Summary of key achievements
* Summary of impact created
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| **About the Organisation** | * Social problem definition *(Why we do what we do)*
* Vision *(What we want to achieve)*
* Mission *(What and how we do it)*
* Organisational model
* History of the organization
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| **Highlights** | * Key achievements of the year

*(Increase in beneficiaries, new programmes, new centres, new partnerships etc.)* | □ | □ |
| **Programmes** | * Description of programmes
* Key impact indicators and outcomes

*(Number of beneficiaries, increased learning levels etc.)** Workshops
* Events
* Case studies/Success stories
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| **Volunteers** | * List of volunteers
* Projects implemented by volunteers
* Hours dedicated to organization
* Volunteer experience/Success stories
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| **Partners** | * Achievements through partnerships
* Contribution by partners
* Hours dedicated to organization
* Partners experience/Success stories
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| **Thank You** | * Special thank you

*(To donors, partners, volunteers etc.)* | □ | □ |
| **Financial Statements** | * Balance sheet
* Income and expenditure statement
* Receipts and payments
* Auditor’s report
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| **Legal Status** | * Trust/Society/Section 25 registration no.
* 12A and 80G registration no.
* FCRA Account No.
* Registered address
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| **Governance** | * Board composition

*(Can include name of board members, position, occupation, age, gender and meetings attended.)** Are board members related?
* Is board rotation practiced?
* Meeting schedule
* Remuneration
* Role of the trust/society
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| **Staff** | * Staff members

*(Gender, salary etc.)* | □ | □ |
| **How to get involved?** | * Donations *(CSR, other donor activities)*
* Volunteer Opportunities
* Site Visit
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