**Annual Report Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Heading** | **Content** | **Desired** | **Included** |
| **Director’s Report** | * Summary of key achievements * Summary of impact created | □  □ | □  □ |
| **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 | □  □  □  □  □ | □  □  □  □  □ |
| **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 | □  □  □  □  □ | □  □  □  □  □ |
| **Volunteers** | * List of volunteers * Projects implemented by volunteers * Hours dedicated to organization * Volunteer experience/Success stories | □  □  □  □ | □  □  □  □ |
| **Partners** | * Achievements through partnerships * Contribution by partners * Hours dedicated to organization * Partners experience/Success stories | □  □  □  □ | □  □  □  □ |
| **Thank You** | * Special thank you   *(To donors, partners, volunteers etc.)* | □ | □ |
| **Financial Statements** | * Balance sheet * Income and expenditure statement * Receipts and payments * Auditor’s report | □  □  □  □ | □  □  □  □ |
| **Legal Status** | * Trust/Society/Section 25 registration no. * 12A and 80G registration no. * FCRA Account No. * Registered address | □  □  □  □ | □  □  □  □ |
| **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 | □  □  □  □  □  □ | □  □  □  □  □  □ |
| **Staff** | * Staff members   *(Gender, salary etc.)* | □ | □ |
| **How to get involved?** | * Donations *(CSR, other donor activities)* * Volunteer Opportunities * Site Visit | □  □  □ | □  □  □ |