**Annual Report Assessment**

Rate the quality of your last Annual Report (or an annual report you are viewing as an example) and find areas of improvement assessing each of the sections using the following rating scale:

1 = Poor, 2 = Satisfactory, 3 = Good, 4 = Excellent

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Basic Information** | **1** | **2** | **3** | **4** |
| * Name, address and contact details of organization * Organisation registration and tax exemption details * Banking details * Details of website and/or social media * Opportunities to get involved | □  □  □  □  □ | □  □  □  □  □ | □  □  □  □  □ | □  □  □  □  □ |
| **Vision, Mission and Goals** | **1** | **2** | **3** | **4** |
| * Vision, mission and values * Organisational model * Brief history of the organization * Goals for the next years | □  □  □  □ | □  □  □  □ | □  □  □  □ | □  □  □  □ |
| **Programmes** | **1** | **2** | **3** | **4** |
| * Description of the main activities undertaken * Details of areas and beneficiaries served * Programme outcomes based on key indicators   *(Number of beneficiaries, increase in learning levels etc.)*   * Information on achievements and responses to various challenges * Case studies to showcase the success and impact of programmes * Events and/or celebrations | □  □  □  □  □  □ | □  □  □  □  □  □ | □  □  □  □  □  □ | □  □  □  □  □  □ |
| **Network and Supporters** | **1** | **2** | **3** | **4** |
| * List of partners/volunteers * Projects implemented by partners/volunteers * Achievements through partnership/volunteer * Hours dedicated to organization * Partner/volunteer experience or success stories * Special thank you to donors, partners, volunteers | □  □  □  □  □  □ | □  □  □  □  □  □ | □  □  □  □  □  □ | □  □  □  □  □  □ |
| **Financial Performance and Accountability Measures** | **1** | **2** | **3** | **4** |
| * Provision of financial statement and income and expenditure statement * Financial statement analysis * Auditor’s report * Information on board composition and board rotation * Board meeting schedule * Information about the role of the trust/society * Details of staff members and remuneration | □  □  □  □  □  □  □ | □  □  □  □  □  □  □ | □  □  □  □  □  □  □ | □  □  □  □  □  □  □ |
| **Communication and Visual Impact** | **1** | **2** | **3** | **4** |
| * Attractive cover page and overall design * Consistency in use of colours and fonts * Use of high quality photographs * Inclusion of diagrams, graphs and charts * Correct use of language and readability * Consistent language and tone * Executive Director’s message and other direct messages | □  □  □  □  □  □ | □  □  □  □  □  □ | □  □  □  □  □  □ | □  □  □  □  □  □ |