

Sample Template for Basic Annual Report

Organization Logo and/or Name
Year Annual Report

Letter from the President (sample)

The past year has been an active one for our organization. I hope that you will review the statistics and photos we have offered in this annual report.

In addition to the clients served, our board was busy in 2004 with efforts to strengthen our organization that included:

- Review and update of mission and by-laws
- Review and update of financial reporting
- Addition of a conflict of interest policy
- Addition of two new board members
- Development of an organizational plan

As you can see, we believe in operating our organization as effectively and efficiently as possible.

Our organization provides services to many of the area's citizens. We could not do that without the commitment of our volunteers. Volunteers provided more than 5,000 hours of service in 2004.

At a minimal \$6.00 wage, that is \$30,000 worth of work contributed to serve the residents of this area

We could not operate without financial support; support that is critical to paying our electric and heating bills. Area donors contributed more than \$10,000 to support our organization in 2004. That is a 10% increase from 2003.

To those of you who are not involved, I ask that you consider volunteering, and/or financially contributing to our organization.

John Example
Board President

Photo – of people

Photo –
organizational
activities

List of Board members
and any staff members.

2004 Financial Statement

Should be the financial statement that the board approves at the end of the year.

Need not be detailed, but should contain information that indicates how your money is spent and where it comes from.

This is also an indication that you are fiscally responsible and accountable.

2004 Services Provided

- How many people served
- Breakdown of children, adults, families if appropriate
- List programs and services of the organization
- List special events and their success or attendance.
- Feel free to shine

Volunteers, Donors, Supporters

List all volunteer names here. If they have longstanding service, list the years or hours contributed behind their name.

List all financial donors here. The amount does not need to be listed, but those who contributed the most should be listed first.

List and businesses or individual who contributed in-kind donations to the organization of expertise, service, equipment, or product.

Consider a Gift

Consider giving a gift to our organization. We operate solely to provide service to area residents; residents who cannot afford to pay for that service.

Financial contributions are needed for operations, and as a match for our grant support.

In 2004, we initiated an Endowment Fund. The purpose of an endowment fund is to provide support in perpetuity for an organization.

An endowment fund is a permanent fund. The principle is never used, only the interest is used to support the organization.

Consider a contribution to increase this fund.

List any grant support you received, whether it be foundation, corporate, state, or federal.