[insert logo here or delete]

**[Insert date of annual report (FY or period covered)]**

**ANNUAL REPORT**

**[Insert name of charity]**

[Insert photo / image here or delete]

**Our mission**

[Insert Mission Statement]

**Our vision**

[Insert Vision Statement]

**Our History**

[Insert brief description of history]

**CONTENTS**

|  |  |
| --- | --- |
| Our mission | [page no] |
| Our vision | [page no] |
| Our history | [page no] |
| **Section 1 – An overview of [insert name]** |  |
| About us | [page no] |
| Our people | [page no] |
| Our supporters | [page no] |
| **Section 2 – Governance** |  |
| Structure & management | [page no] |
| Chairperson’s report | [page no] |
| CEO’s report | [page no] |
| Our Objectives and Activities | [page no] |
| **Section 3 – Our Finances** |  |
| Treasurer’s report | [page no] |
| Auditor’s statement | [page no] |
| Financial statements | [page no] |
| **Section 4 – Our other important information** | [page no] |
| Acknowledgements | [page no] |
| How you can help | [page no] |
| Looking to the future | [page no] |
| Contact us | [page no] |

[Insert image here or delete]

|  |  |
| --- | --- |
| **SECTION 1** | **AN OVERVIEW OF [INSERT NAME]** |

**ABOUT US**

**OUR PEOPLE**

**Patron**

[Insert name and honours/qualifications if applicable]

|  |  |  |
| --- | --- | --- |
| **Board members/Trustees** | | |
| **Name** | **Position** | **Dates acted**  **(if not for whole year)** |
| [insert name] | [insert position] | [insert dates] |
| [insert name] | [insert position] | [insert dates] |
| [insert name] | [insert position] | [insert dates] |
| [insert name] | [insert position] | [insert dates] |

|  |  |  |
| --- | --- | --- |
| **Employees** | | |
| **Name** | **Position** | **Dates acted**  **(if not for whole year)** |
| [insert name] | [insert position] | [insert dates] |
| [insert name] | [insert position] | [insert dates] |
| [insert name] | [insert position] | [insert dates] |
| [insert name] | [insert position] | [insert dates] |

|  |  |  |
| --- | --- | --- |
| **Volunteers** | | |
| **Name** | **Position** | **Dates acted**  **(if not for whole year)** |
| [insert name] | [insert position] | [insert dates] |
| [insert name] | [insert position] | [insert dates] |
| [insert name] | [insert position] | [insert dates] |
| [insert name] | [insert position] | [insert dates] |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [insert photo] | [insert photo] | [insert photo] | [insert photo] | [insert photo] |
| [Insert name]  [Insert position] | [Insert name]  [Insert position] | [Insert name]  [Insert position] | [Insert name]  [Insert position] | [Insert name]  [Insert position] |
| [insert photo] | [insert photo] | [insert photo] | [insert photo] | [insert photo] |
| [Insert name]  [Insert position] | [Insert name]  [Insert position] | [Insert name]  [Insert position] | [Insert name]  [Insert position] | [Insert name]  [Insert position] |
| [insert photo] | [insert photo] | [insert photo] | [insert photo] | [insert photo] |
| [Insert name]  [Insert position] | [Insert name]  [Insert position] | [Insert name]  [Insert position] | [Insert name]  [Insert position] | [Insert name]  [Insert position] |
| [insert photo] | [insert photo] | [insert photo] | [insert photo] | [insert photo] |
| [Insert name]  [Insert position] | [Insert name]  [Insert position] | [Insert name]  [Insert position] | [Insert name]  [Insert position] | [Insert name]  [Insert position] |
| [insert photo] | [insert photo] | [insert photo] | [insert photo] | [insert photo] |
| [Insert name]  [Insert position] | [Insert name]  [Insert position] | [Insert name]  [Insert position] | [Insert name]  [Insert position] | [Insert name]  [Insert position] |

[Remove table borders and this line once photos and information are inserted]

**OUR SUPPORTERS**

|  |  |  |
| --- | --- | --- |
| **[Insert hierarchy – Gold etc]** | | |
| [Insert logo] | [Insert logo] | [Insert logo] |
| **[Insert name]**  [Insert other information] | **[Insert name]**  [Insert other information] | **[Insert name]**  [Insert other information] |
| **[Insert hierarchy – Silver etc]** | | |
| [Insert logo] | [Insert logo] | [Insert logo] |
| **[Insert name]**  [Insert other information] | **[Insert name]**  [Insert other information] | **[Insert name]**  [Insert other information] |
| **[Insert hierarchy – Bronze etc]** | | |
| [Insert logo] | [Insert logo] | [Insert logo] |
| **[Insert name]**  [Insert other information] | **[Insert name]**  [Insert other information] | **[Insert name]**  [Insert other information] |

[Insert image here or delete]

|  |  |
| --- | --- |
| **SECTION 2** | **GOVERNANCE** |

**STRUCTURE & MANAGEMENT**

[Insert name] is registered with the Australian Charities and Not-for-profits Commission (ACNC).

**CHAIRPERSON’S REPORT**

[Insert photo]

[Insert name, honours etc]

[Insert Report]

[Insert signature]

[Insert Name, honours, title]

**CEO’S REPORT**

[Insert photo]

[Insert name, honours etc]

[Insert Report]

[Insert signature]

[Insert Name, honours, title]

**OUR OBJECTIVES AND ACTIVITIES**

[State your objectives and what activities you undertook in the financial year/reporting to achieve them]

[Include relevant images if appropriate]

[Include planned activities for the upcoming financial year/reporting period]

|  |  |
| --- | --- |
| **SECTION 3** | **OUR FINANCES** |

**TREASURER’S REPORT**

[Insert photo]

[Insert name, honours etc]

[Insert report]

[Insert signature]

[Insert Name, honours, title]

**AUDITOR’S REPORT**

[Insert photo]

[Insert name, honours etc]

[Insert report]

[Insert signature]

[Insert Name, honours, title]

**FINANCIAL STATEMENTS**

[page for image/photo]

|  |  |
| --- | --- |
| **SECTION 4** | **OUR OTHER IMPORTANT INFORMATION** |

**ACKNOWLEDGMENTS & THANK YOU**

[Insert Report]

**Donors**

[insert names and details]

**Grants and funding**

[insert names and details]

**Corporate & community partners**

[insert names and details]

**Volunteers**

[insert names and details]

**Members**

[insert names and details]

**HOW YOU CAN HELP**

[Insert Report]

**Become a member**

[Insert details]

**Volunteer your time**

[Insert details]

**Make a donation**

[Insert details]

**Leave a bequest**

[Insert details]

**Support an event or fundraising activity**

[Insert details]

**Become a corporate partner**[Insert details]

**Other ways you can help our cause**

[Insert details]

**LOOKING TO THE FUTURE**

[Insert Report]

[Insert artwork / image / logo]

**CONTACT US**

[Postal Address]

[Phone]

[Fax]

[Internet address]

[Email address]

[Social media]