

Non-Profit Annual Reports: The Basic Ingredients

An "Annual Report" is a document that outlines the activities of your organization over the past year and provides an outlook for the future¹. It is one important vehicle by which your organization can be proactive in demonstrating its **accountability** to members, stakeholders and the community.

Responsibility for the organization's annual report rests primarily with the Board of Directors; it should not be the Executive Director responsibility to be the driving force for organizational accountability. The board may not produce it, but it needs to assume the leadership for it.

An annual report can be a modest double-sided single sheet that is produced with word-processing software and photocopied, or it can be a 20-page, 4-colour booklet designed by a graphic designer and produced by a commercial printer. Most medium-sized and small non-profit organizations will, for good reasons, be at the former end of this spectrum. Some organizations may want to produce both detailed and "abridged" annual reports.

Here are a few tips that will be valuable in producing and distributing a modest two or four page annual report:

- Make your annual report an "annual" undertaking not a reaction to an external request that you respond to once and awhile.
- An annual report is not the same as your independent auditor's report (the annual financial report) or your treasurer's financial report, although key financial information must be included in it.
- An annual report can be prepared in advance of your Annual General Meeting (AGM) or can be prepared shortly thereafter and drawn from the reports approved at the AGM.
- Before you start work on your annual report be clear about who will receive the report. It ought to be written for members, important stakeholders (e.g. other organizations) and your external community.²
- A two-column format can be an effective in fitting text, pictures and charts into the available space.

Non Profit Organization Annual Member Report Requirements

SJ Ball



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