



Argyll and Bute Third Sector Interface

Preparing an Annual Report

Your annual review or report, which you can hand out at your AGM, is your opportunity to tell your members, other stakeholders and other interested people about your organisation. Having a written report means that you can send it out to any other stakeholders or potential supporters including funders after the event.

A good annual report:

- Explains your organisation to the outside world, it reports on your aims, achievements and commitment
- Reports back to supporters and others, a bad one can destroy a supporter's confidence
- Encourages staff and volunteers, giving them pride in their work

You won't want to read the whole report at the AGM so it is important to decide beforehand what the key points you want the chairperson to cover when they introduce the annual report.

What to include?

The following are some suggestions:

- Name and charity number/company number if applicable
- Overall aim and purposes of the organisation
- Information about activities highlighting key achievements and successes
- Photos with captions
- Case Studies
- Quotes from service users and volunteers
- Acknowledgment to funders
- Financial information
- Committee members
- Staff and volunteers
- Future plans

If you are a charity, then it makes sense that the annual report that you produce for your AGM can also be used as part of your reporting to OSCR. OSCR have produced guidance on what they would like to see in a Trustees Annual Report and it is important to check this before you complete your report.

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(Adapted from CVS Falkirk)

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Argyll and Bute Third Sector Interface | 01369 700100 | support@argylltsi.org.uk

Argyll and Bute Third Sector Interface is a Company Limited by Guarantee in Scotland No. SC277345
Scottish Charity No. SC029947

Registered office: c/o Edward Street Community Centre, Edward Street, Dunoon PA23 7PJ



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LOGO

Annual Report

Title Page

[Name of service or organisation]

[Location of service or organisation]

Report compiled by:

Report to cover period from..... to

Insert logos of partners involved



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Section 1	Executive Summary
<i>Insert text here.</i>	

Section 2	Introduction
<i>Insert text here.</i>	

Section 3	Relevant demographic profile of population served
<i>Insert text here.</i>	

Section 4	Service aim, objectives and expected outcomes
<i>Insert text here.</i>	

Section 5	Equality and diversity assessment of the service
<i>Insert text here.</i>	

Section 6	Activity Analysis
<i>Insert text here.</i>	

Section 7	Levels of intervention or dependence
<i>Insert text here.</i>	

Section 8	Case studies/service users studies
<i>Insert text here.</i>	

Section 9	Evidence impact of service
<i>Insert text here.</i>	

Section 10	User feedback
<i>Insert text here.</i>	

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<i>Insert text here.</i>	

Section 12	Learning and Development
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<i>Insert text here.</i>	
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Section 13	Future plans and targets
<i>Insert text here.</i>	
Section 14	Appendices
<i>Insert text here.</i>	



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