

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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