



## Annual Report Guidelines

### Importance of Annual Reports

1. Showcase your Club's achievements over the past year
2. Acknowledge support of members, the community, sponsors and the Government.
3. To attract more members and sponsors by highlighting the positive community activities that you do.
4. Provide audited financial statements

### What to include in your Annual Report

#### 1. Overview, Objectives and Highlights

- Include your Club/Branch history and profile
- Mission, purpose, values, and objectives
- Strategies for achieving objectives and outcomes
- Present highlights of the year (quantify them in charts and compare figures to last year, or state statistics, or to similar organisations)
- Performance measures and indicators, key financial and non-financial features eg. Rescues compared to last year (use a table or graphic to capture interest)

#### 2. Review of Operations and Activities

- Describe the Club/Branch operations and activities, and outlook/objectives for the following year
- Include details of Officeholders and structure
- Include Office bearer reports such as President and Club Captains Report
- Include funding and financial results
- Any impact of government policies, environmental performances, community involvement, and governance and risk management issues
- A full list of the Club Awards presented to member, i.e. Patrol Member of the Year, Club Member of the Year etc. A full list of Club Champions in competition the Club may attend.
- Clubs need to record special thanks to Club Sponsors/Supporters, Government Departments – Local, State, and Federal, who have assisted in any way.

#### 3. Statistical Summaries

- Include membership statistics, patrol statistics, and club awards
- Include financial figures and other non-financial activities like preventative actions (covering the last 5 years wherever possible)
- A complete record of all rescues performed and the method or equipment used for the rescues.

#### 4. Other Items

- The "cover" should clearly indicate the Branch Name and the Season, if possible, it should indicate the foundation date and any subsequent reformation dates.
- The notice of meeting. (Some Clubs circulate a separate notice of meeting and agenda items.
- A full list of the Club Officers/Committees/Panels, including the Junior Activity Chairman and Committee.
- President and Officers' Reports – this should be an all embracing general report on all items of achievements of the Club during the season.
- An index of contents, glossary of terms, calendar of events
- A list of patrons, vice-patrons, and life members and an acknowledgement of the contribution of members
- A full list of the Club Awards presented to member, i.e. Patrol Member of the Year, Club Member of the Year etc. A full list of Club Champions in competition the Club may attend.
- The availability of the report through the web or via hard copy

### Further Resources

- ACNC – <http://www.acnc.gov.au>