



Annual Report Exercise

**Alliance for Nonprofit Management/National Council of Nonprofit Associations
Joint Conference 2005
July 16, 2005**

Please answer the following questions either for your organization or an organization you know well.

1) What is the organization's name? _____

2) What is the charity's mission (in one sentence)?

3) If you had to choose one word to describe the last 12 months, from the organization's point of view, what would that word be?

4) Name 2 major programmatic achievements of the prior 12 months:

a) _____

b) _____

5) Name one internal/managerial achievement:

6) Does the organization produce Financial Statements? Yes No

7) Does the organization have a current Board Roster? Yes No

8) What is the Executive Director/President/CEOs name?

(Insert Answer 1)
 123 Any Street
 Any Town, Any State 00010
 444-555-6666/www.anycharity.org

(Insert Answer 1) _____'s mission is to

(Insert Answer 2) _____

Dear Friends,

As those familiar with (Insert Answer 1) know, the past year has been a(n) (Insert Answer 3) _____ one.

Some of the highlights were:

- _____
 (Insert Answer 4a)
- _____
 (Insert Answer 4b)
- _____
 (Insert Answer 5)

(Complete the following using the Financial Statements)

The following is an overview of (Answer 1)'s income and expenses for the fiscal year ended _____, 20__ and based on the results of our annual audit, conducted by

(Insert name of audit firm) _____

Total Support & Revenue:	\$_____
Program Expenses:	\$_____
Management & General Expenses:	\$_____
Fundraising Expenses:	\$_____
Excess of Revenue over Expenses	\$_____
Ending Year Net Assets	\$_____

(Answer 1) would like to also take this opportunity to thank the members of its Board of Directors for their tireless support and generosity.

(Complete the following using the Board Roster)

<u>Officers</u>	<u>Members</u>
_____, President	_____
_____, Vice President	_____
_____, Treasurer	
Executive Director: _____	(Insert Answer 8)

