

ANNUAL REPORT HANDY HINTS

- **Read other organisations' Annual Reports**

What do they say? How do they present the information? Draw on their ideas and adapt them to fit your needs.

- **Who is the report for?**

Who do you want to appeal to most? Users or funders, for example? This will affect what you write and how many you produce.

- **Explain yourselves**

Give some background as to why you exist. Detail your aims as well as what you have done over the past year.

- **Summarise**

Don't feel that you need to write too much. If you think that some people might want more information, say it is available separately.

- **Break up the text**

Photographs, drawings or graphs can make it more appealing for people to read.

- **Where are you?**

Include a section that lets people know how they can contact you.



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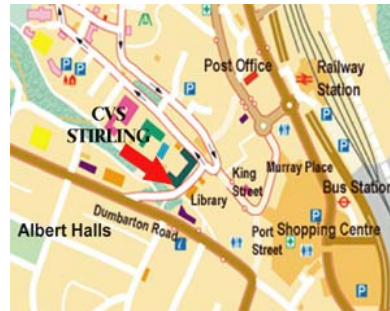
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CVS Stirling is a Company with Charitable Status, Limited by Guarantee.

Company Number: SC 169437

Charity Number: SC 016980

CVS Stirling is funded by:



INFORMATION LEAFLET

ANNUAL GENERAL MEETINGS AND ANNUAL REPORTS



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SUPPORTING THE VOLUNTARY SECTOR IN THE STIRLING AREA

ANNUAL GENERAL MEETINGS

For some organisations, such as registered charities, AGMs and Annual Reports are a legal obligation, for others they are a way of ensuring that their organisation is accountable.

ANNUAL GENERAL MEETINGS

Ensuring that your organisation is accountable is a crucial responsibility of all community groups and voluntary management committees. If you are a registered charity there are also legal requirements that you must comply with.

Accountability means

- Being answerable to your members/public.
- Being open about your activities to members/public.
- Being open to scrutiny by your members/public
- The committee must ensure it carries out its work in an honest and legal manner.

One way in which organisations can ensure that they are accountable is through AGMs and annual reports.

AGMs and Annual Reports are important so need a bit of planning. This is only a short guide and checklist to help you get organised.

Contact CVS Stirling if you require more help or information regarding AGMs and/or Annual Reports.

ANNUAL GENERAL MEETINGS

AGMs are open to the general public to attend and they have two important functions - to consider the previous year's accounts, and to elect or re-elect committee members. For some organisations this will be a legal requirement, for others it will be a good way of being accountable to the community.

An AGM should include the following:

- Minutes of the previous AGM.
- A report from the committee on the activities of the organisation.
- The election for committee members and office bearers.
- A presentation of the accounts in a form approved by the committee.
- If appropriate the auditors' report on the accounts and appoint the auditors for the next year.
- Consider any resolutions put forward.

AGM CHECKLIST

- Put notice of meeting in local paper 4 weeks prior to the AGM, this is a legal requirement for registered charities.
- Plan the Annual Report and Committee Report well in advance.
- Book the venue and organise the refreshments.
- If you want guest speakers, arrange them well in advance and decide what topics you would like them to discuss.
- If required arrange transport and crèche facilities.

ANNUAL REPORTS

The production of an Annual Report including a properly presented set of accounts is a key responsibility for all voluntary management committees.

If you have charitable status the information included in your report will show that your organisation complies with all its legal requirements. It is also a simple way to send out information to members of the public on request.

MAKING THE MOST OF YOUR ANNUAL REPORT

Your Annual Report can be used for much more than complying with the law. It is a great opportunity to tell people about what you do.

You can use it to advertise your service to potential users, referral agencies and volunteers.

You can also use it to attract funding and encourage high quality job applicants.

If you want your annual report to do this it is important to make it interesting for people to read. Do not worry - it doesn't have to be expensive or time consuming, and a little imagination can impress more than a glossy report.