*Please print on a VO letterhead!*

Annual Report

XXXX *(please insert year here)*

*Please use this template to draw up your VO’s Annual Report*

**Introduction**

This Annual Report covers the period *(please insert start date)* to *(please insert end date)*

*Please insert highlights of the year in this section – for example – an increase in membership, projects approved and how the aims of the organisation have been met during the administrative year. This report needs to cover the financial year.*

**The Board of Administrators**

During this period the administrators were:

*Please insert the names of the administrators, their role on the Board (for example President, Secretary etc) and give some information about their work. Please give details of the number of board meetings held during the year and the rate of attendance.)*

**Projects / Activities during the year**

*Please describe the main activities and/or projects during the year. It is important to state whether these projects are receiving funds (locally and/or internationally funded)*

*If the VO has projects abroad, please, indicate where it is working, what type of projects it is managing, the partners etc.*

**Financial Report**

*In this section, please, give an overview of the finances during the year – the sources of funding, the fundraising activities if any, the disbursement of funds and the financial challenges that the VO has.*

*If the VO has projects abroad, please, indicate how much money is being sent and in what manner is the money being sent – for example money transfer (banks, financial institution).*

**Conclusion**

*In this section please give an idea of the plans for the following years.*

**2 Signatures of Administrators**