(Insert your CLUB’S NAME)

ANNUAL REPORT 2020

*Insert your Club’s logo*

# PRESIDENT’S REPORT

## Overview of the year

## Successes and challenges from the year

## Recommendations to the new Executive

## Aims for the following year

# SECRETARY'S REPORT

## Current Memberships

How many members do you currently have?

What is the increase from last year?

## Social Media Links

Add your social media links here

## Minutes from the most recent Annual General Meeting

Insert your document here

## Current Executive lists including contacts (for 2020)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Executive Details for 2020 | | | | | |
| <(Insert Club Name)> | | | | | |
|  | **Full Name** (First, middle, last) | **Contact Email** | **Contact number** | **Date of Birth** | **Address** |
| **President** (Compulsory) |  |  |  |  |  |
| **Vice President** |  |  |  |  |  |
| **Treasurer** (Compulsory) |  |  |  |  |  |
| **Secretary** (Compulsory) |  |  |  |  |  |
| **Clubs Liaison** |  |  |  |  |  |
| **Other** |  |  |  |  |  |
| **Other** |  |  |  |  |  |
| **Other** |  |  |  |  |  |

# TREASURER'S REPORT

Profit and Loss Statement for the Club in the year 1st October 2018 to 1st October 2019

Copy & Paste from excel spreadsheet (treasurers’ report template):

|  |  |  |
| --- | --- | --- |
| **Description** | **Amount** | |
| **Inflows** | | |
| Memberships | $0.00 |  |
| BBQ Income | $0.00 |  |
| Event Income | $0.00 |  |
| UniClubs/SAF Funding | $0.00 |  |
| Sponsorship/Donations | $0.00 |  |
| Other Income | $0.00 |  |
| **Total Inflows** | | **$0.00** |
|  |  |  |
| **Outflows** | | |
| Admin (stationery, phone calls, mail…) | $0.00 |  |
| BBQ Expenses | $0.00 |  |
| Event Expenses | $0.00 |  |
| Other Outflows | $0.00 |  |
| **Total Outflows** |  | **$0.00** |
|  |  |  |
| **Net Income** |  | **$0.00** |

Screenshot of Most recent Bank Balance

Insert your document here

Plus:

- Reasons given of bank statement & Profit/Loss are not aligned.

- Any sponsorship or large amount of funding received ($5000 or more).

- Assets purchased over $300.

- Petty cash

Income

Copy & Paste from excel spreadsheet:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Amount** | **Source** | **Description** |
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| Total |  |  |  |

Expenses

Copy & Paste from excel spreadsheet:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Expense Type** | **Source** | **Description** | **Purpose** |
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|  |  |  | Total |  |

Bank Reconciliation

Copy & Paste from excel spreadsheet:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Description** | **Cheque#** | **Debits** | **Credits** | **Balance** |
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|  |  |  |  | Current Balance |  |

|  |  |
| --- | --- |
|  |  |
|  | | |  |  |
| Balance as per Books | | | |  |
|  | | | |  |
| Opening Balance | | | $0.00 |  |
| Net Income | | | $0.00 |  |
| **Total** | | | **$0.00** |  |
|  | | |  |  |
| Balance as Per Bank Statement | | | |  |
| Statement Balance | | | $0.00 |  |
| Cash on Hand | | |  |  |
| Unpresented Cheques | | | $0.00 |  |
| **Total** | | | **$0.00** |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
| **Difference** | | | **$0.00** |

Reasons given for the difference