(Insert your CLUB’S NAME)

ANNUAL REPORT 2021

*Insert your Club’s logo*

# PRESIDENT’S REPORT

**Include:**

## **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

**Include:**

* **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 Details for 2021 | | | | | | | |
| <(Insert Club Name)> | | | | | | | |
|  | **Full Name** (First, middle, last) | **Preferred Name** (first, last) | **UOW Contact Email** | **Contact number** | **Date of Birth** | **Address** | **Membership** (student, community, staff) |
| **President** (Compulsory) |  |  |  |  |  |  |  |
| **Vice President**  (compulsory) |  |  |  |  |  |  |  |
| **Treasurer** (Compulsory) |  |  |  |  |  |  |  |
| **Secretary** (Compulsory) |  |  |  |  |  |  |  |
| **Clubs Liaison** |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |

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| Incoming Executive Details for 2022 | | | | | | | |
| <(Insert Club Name)> | | | | | | | |
|  | **Full Name** (First, middle, last) | **Preferred Name** (first, last) | **UOW Contact Email** | **Contact number** | **Date of Birth** | **Address** | **Membership** (student, community, staff) |
| **President** (Compulsory) |  |  |  |  |  |  |  |
| **Vice President**  (compulsory) |  |  |  |  |  |  |  |
| **Treasurer** (Compulsory) |  |  |  |  |  |  |  |
| **Secretary** (Compulsory) |  |  |  |  |  |  |  |
| **Clubs Liaison** |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |

# TREASURER'S REPORT

**• Screenshot of Most recent Bank Balance (Insert your document here)**

**• 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.**

**• How much petty cash is on hand?**

**Profit and Loss Statement for the Club in the year 1st October 2020 to 1st October 2021**

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** |

**Income**

Copy & Paste from excel spreadsheet:

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

**Expenses**

Copy & Paste from excel spreadsheet:

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