(Insert your CLUB’S NAME)

ANNUAL REPORT 2023

*Insert your Club’s logo*

# PRESIDENT’S REPORT

**Include:**

## **Overview of the year** Click or tap here to enter text.

## **Successes and challenges from the year**Click or tap here to enter text.

## **Recommendations to the new Executive**Click or tap here to enter text.

## **Aims for the following year**Click or tap here to enter text.

# SECRETARY'S REPORT

## Current Memberships

**Include:**

* **How many members do you currently have?**Click or tap here to enter text.
* **What is the increase from last year?**Click or tap here to enter text.
* **Your clubs or society website link (if you have one)** Click or tap here to enter text.

## Minutes from the most recent Annual General Meeting

* **Insert your document here, ensure the executive detail table is attached at the bottom of the AGM.**

# TREASURER'S REPORT

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

**• Reasons given of bank statement & Profit/Loss are not aligned. (if aligned, then state this)**

**• Any sponsorship or large amount of funding received ($5000 or more). (if not applicable, then state this)**

**• Assets purchased over $300. (if not applicable, then state this)**

**• How much petty cash is on hand? (if not applicable, then state this)**

**Profit and Loss Statement for the Club in the year 1st October 2022 to 1st October 2023**

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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