Annual Report Policy

An annual report is a document that outlines the activities of the organization over the past year and provides an outlook for the future. It is one important vehicle with which TVPI can demonstrate its accountability to members, stakeholders and the community.

Responsibility for the organization's annual report rests primarily with the Board of Directors; it should not be the Executive Director job to be the one who insures organizational accountability at this level. The board may not produce it, but it needs to assume the leadership for it.

An annual report does not need to be a novel in length, but is a document with graphic design and able to be produced by a commercial printer. In development of the Annual Report, the following items need to be considered:

- The annual report should be an "annual" undertaking, not a reaction to an external request that you respond to once and awhile.
- An annual report is not the same as your independent auditor's report (the annual financial report) or your treasurer's financial report, although key financial information must be included in it.
- The annual report can be drafted in advance of the TVPI Annual General Meeting, but the finalized document should include finalized information for the reporting period.
- Before starting work on the TVPI annual report, it should be clear about who will receive the report. It should be written for important stakeholders (i.e. investors, potential residents, and the extended community).
- A column format can be effective in fitting text, pictures and charts into the available space.
- If TVPI were to use and distribute a newsletter, the Annual report should replace the annual period of such a distribution to include the items as noted above. A naming convention should be used to catalog newsletters and annual reports.
- Always include some financial information including revenues and expenditures. If you are communicating to a wide audience you do not need to provide a lot of detail. The three or four major revenue categories and six or seven major expenditure categories may be sufficient information to demonstrate financial accountability. Consider conveying this information in a "pie chart" format – two circles with their sections depicting revenues sources and major expenditure areas.
- If you have an independent Auditor's Report for the year or a detailed Treasurer's Report indicate somewhere that these are available to anyone interested. TVPI's accounting firm can suggest how best to summarize the financial results to

communicate and if an external audit was done.

- Include a full list of your board of directors, including the officers of the board, as well as key staff members.
- Highlight the organization's mission statement, objectives and, if you have one, a statement of your organization's core values.
- Include a short report from the board (Chair's Report) on governance and strategic issues and a Managing Director's report on operations. One or the other, or both, should highlight some of the organization's main accomplishments over the year and the challenges and opportunities that lie ahead. These two items can be used for offering thanks to staff and indicating a few personnel or HR milestones such as significant departures and new hires. If there is space, an outgoing board chair's report can be provided to highlight the work accomplished over the past period(s).
- If you have embarked on any large activity, the annual report is a logical place to report on high (organizational) level results on what has been accomplished.
- Decide in advance how you plan to distribute the annual report and what this might cost in dollars and staff time. Options will include distributing it by mail, as an insert in another publication, at a community event or conference, or all of the above. If sending it out broadly as an e-mail attachment (PDF file), put the highlights in the body of the e-mail to create interest in the overall document.
- For some key funders or stakeholders, it may be desirable to send the report with an accompanying letter highlighting their particular interests.
- Insure that your annual report is posted on your organization's website.

Signature:

Lucas J. Herring

Board President
August 21st, 2025