

COMPREHENSIVE ANNUAL REPORT WRITING

1. INTRODUCTION:

Give a brief history of the society in general and then indicate the exact date of the establishment of your Conference/Council (this is repeated yearly). Also include the election and expiration of the tenure of the President.

2. AIMS & OBEJECTIVES:

Briefly state here all the aims and objectives of your Conference/Council which is basically that of the Society itself

3. SCHEDULE OF MEETING:

State the Place, Time and Frequency of your meeting. You may indicate the number of meetings held during the year under review (optional)

4. MEMBERSHIP:

List out in full the details the names, address, telephone numbers & email of your Officers and Members, including higher Council Officers who are your members, if any. List the board members first; members are those who paid their annual dues during the year under review.

Conference Members (Board Members first)

S/N	Name	Phone No.	Position	E-mail

5. GROWTH:

Indicate the growth that occurred during the year. Are there new Conference/Council inaugurated? How many members joined the conference in the year under review? What are the challenges for growth, if any. Give full contact details of the Particular or Central Councils under you, and briefly state their major activities. For conferences, give full contact details of uninaugurated conference(s) under your conference and briefly state their major activities.

NEW MEMBERS			CHALLENGES TO GROWTH
M	F	TOTAL	

CENTERS UNDER YOUR CONFERENCE						
S/No	NAME	ADDRESS	MEMBERSHIP			MAJOR ACTIVITIES
			M	F	TOTAL	

6. MAJOR PROJECT:

Give full details of major project undertaken by Conference/Councils during the year under review. Mention on-going projects and the stage of the completion. (All conference must endeavor to have a project). Project activities are to be reported under the following headings:

S/NO	NAME OF PROJECT	YEAR STARTED	CITY	FUNDING BODY (e.g. CIAD, TWINNAGE, etc.)	FUNDS RECEIVED ANNUALLY	STATUS (e.g. Year completed, Now self-supporting etc.)

7. PROGRAMMES FOR THE YEAR:

Briefly outline the major programs you embarked upon during the year projecting its usefulness.

PROGRAMMES EMBARKED UPON	DATE	PROGRAMME USEFULNESS

8. SPIRITUAL FORMATION/TRAINING

State activities or programmes you embarked upon to help you improve on your spirituality. Also state the training programmes carried out or participated in and the essence.

ACTIVITIES	NUMBER OF	ATTENDANCE	NON ATTENDANCE	DATES	DESCRIPTION AND ESSENCE OF TRAINING OR PROGRAMME
Trainings Conducted					
Other Spiritual Programmes embarked upon					
TOTAL:					
Trainings attended					

9. MAJOR CHALLENGES:

Indicate challenges faced during the year under review and suggest remedies to overcome them.

10. AGGREGATION, INSTITUTION & TWINNING:

Indicate date of aggregation/institution and the certificate number, where available. Report briefly your twinning activities during year under review.

Name of Conference	Date of Aggregation	Certificate No.	Conference or Council Twinned To

S/No	Activities Carried Out (Twinning Programme)	Amount Exchanged		Status (Ongoing/Completed)
		Given	Received	

11. WAYS OF COOPERATION:

Briefly State the ways and means Conference and Central Councils, or Central Councils & Metro Councils can better assist each other to better our services and move the society forward.

12. WAYS HIGHER COUNCILS CAN ASSIST LOWER COUNCILS:

Briefly suggest ways & means higher councils can assist the lower Councils/Conference to ensure high level of efficiency and productivity in the society.

13. YOUTH ACTIVITIES:

State in details the youth activities that took place in your Conference/Councils during the year under review. State your projected plans for Youth Activities in the current year.

TOTAL NO. OF YOUTH IN THE CONFERENCE:	
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ACTIVITIES	TOTAL NO.	AVERAGE ATTENDANCE	REMARKS
Youth Meetings (Conducted by the Council youth)			
Training (Organised by the Council Youth)			
Central Council			
Metro Council			
National Council			
Other Programmes E.g.: Community Visit			

14. **SOURCES OF FUND:**

Indicate your sources of fund during the year under review and suggest Ways to boost same during the current year.

15. **PUBLICATION:**

Indicate publication if any, which your Conference/Council undertook and project improvement.

16. **FINANCIAL & STATISTICAL REPORT:**

Give comparative details of income & expenditure of your Conference/Council during the year under review. Also give comparative Non-Financial report for the same period, e.g

<u>INCOME</u>	<u>2020</u>	<u>2021</u>
Brought forward from the previous year		
Secret Bag		
Alms Box Collection		
Grants from Council		
Church Collections		
<i>Anonymous Contributions/Donations</i>		
Donations from Benefactors		
Annual Dues		
Fund Raising Activities		
<i>Foreign Aid</i>		
Projects		
<i>Sales of Magazines</i>		
Other Publications		
Refunds		
Bank Interest		
Others (Please Specify)		
<i>Total Income Less Brought Forward</i>		

GRAND TOTAL INCOME:

<u>EXPENDITURE</u>	<u>2020</u>	<u>2021</u>
Cash Spent on Adoptees Including Food		
Rents/ Repairs of Houses		
<i>Beddings/Clothing</i>		
<i>Building of Houses & Shelters</i>		
<i>Payment of School Fees and Training</i>		
• <i>Nurseries</i>		
• <i>Primary schools</i>		
• <i>Secondary schools</i>		
• <i>Vocational/Training schools</i>		
Subscriptions to Council and Annual Dues		

Stipends for Masses
 Drugs/Hospitals
 Overheads (Stationary, Transportation, Etc.)
 Correspondences (Mails, Letters, Etc.)

Cash spent on:

- **Prison Visits**
- **Orphanage Visits**
- **Old People's Home Visits**
- **IDP Camp Visits**

Endowment Fund

Youth Development

Way Sides
 Projects
 Bank Charges
 CGI

Magazines

Almanac

Other Publications

TOTAL:

SUMMARY

Total Income	N
Total Expenditure	N
Total Carried Forward	<u>N</u>

NON-FINANCIAL STATISTICS:

2020

2021

Number of Auxiliary Members
 Number of Benefactors
 Number of Active Members
 Number of Weekly Attendance
 Number of Meetings held in the year
 Average Weekly Absence with permission
 Average Weekly Absence without permission
 Total Number of Adoptees
 Total Number of Adoptees visited at Home
 Total Number of Adoptees visited in Institution
 Total Numbers of Masters attended to by the Wayside

Visits to:

- **Homes(No. of visits)**
- **Prisoners(No. of visits)**
- **Hospitals/The Sick(No. of visits)**
- **The Elderly(No. of visits)**

- **Children's' Home (No. of visits)**
- **Wayside Cases(No. of visits)**
- **IDP Camps(No. of visits)**
- **Other Institutions (please specify):**

Educational Projects:

- **Nursery Schools(No. of masters sponsored)**
- **Primary Schools(No. of masters sponsored)**
- **Secondary Schools(No. of masters sponsored)**
- **Vocational Schools(No. of masters sponsored)**

Homes for:

- **The Elderly(No. of masters attended to)**
- **People with disabilities(No. of masters attended to)**
- **HIV/AIDS etc. (No. of masters attended to)**
- **Rehabilitation Centers(No. of masters attended to)**

Housing:

- **Day Centre(No. of masters accommodated)**
- **Night Shelter(No. of masters accommodated)**
- **Low cost housing(No. of masters accommodated)**

Stores/Warehouses:

- **Food Bank(No. of masters attended to)**
- **Clothing (New/Old) (No. of masters attended to)**

Catering:

- **Soup Kitchens(No. of masters attended to)**
- **Canteens(No. of masters attended to)**

17. OBITUARIES:

Indicate total numbers of deaths, if any, during the year under review in respect of your Members, Clients and Benefactors. Ensure that Masses have been booked for them as and when the demises occurred.

18. GENERAL:

Give details of other activities carried out during the year under review, which is not captured above. Suggest ways and means for improvement in the society.

19. APPRECIATION:

Express appreciation as deemed fit.