

get it right on... AGM finance reports.

Things to include:

- Tell the audience/reader the period the report covers
- How has the association performed financially in the past year?
- Details the main sources of income which have been received? (Grants, Donations, Sponsorship etc)
- Are there are particular grants of note?
- Are there are particular donations of note?
- Was any sponsorship money of note received?
- How have the costs in the past year compared with the previous year?
- Are there are any areas of increased expenditure?
- Can this be explained? How did it occur?
- Have there been any particular areas of savings this year?
- Can this be explained? How did it occur?
- Did the association end the year in surplus, balanced or deficit?
- Are there any issues regarding income for the year to come?
- Are there any issues regarding spending for the year to come?
- Are any special thanks due?
- Ask the meeting to accept the report