

Annual report template for a small club

A short annual report with a place for each thing members ask about: the year in numbers, the money, what happened and who did it.

Members read the first page and the money. Keep the rest short. If the report runs past four pages, cut words before you cut facts.

Cover

Club name _____

Annual report for the year [start date] to [end date] _____

Presented at the annual meeting on [date] _____

A word from the president

[Three or four sentences. The one thing the club did best this year, and the one thing it is working on. Then a thank you to the people who made it happen.]

The year in numbers

	Last year	This year
Members at the start of the year		
New members		
Members who did not renew		
Members at the end of the year		
Meetings and events held		
Volunteer hours recorded		

The money

	Last year	This year
Money in the bank at the start		
Dues		

Events and tickets		
Donations and grants		
Other income		
Total money in		
Venue and meetings		
Events		
Insurance		
Other spending		
Total money out		
Money in the bank at the end		

[One sentence on anything unusual: a big one off cost, a grant, a change in dues. Say who reviewed the accounts, or that nobody did.]

What we did

- [Event or project, the month, and one line on how it went]
- [Event or project]
- [Event or project]

Thank you

[The officers, the board, and the volunteers and sponsors who gave time or money. Names, if they are happy to be named.]

The year ahead

[Two or three plans, with dates where you have them.]

Officers and board

Role	Name	Since

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The figures for the money section come straight from the [treasurer's monthly report](#) and the [yearly budget](#), if your club uses them.



Made by renuzy, dues done easy. Looking after dues for a club? See how renuzy can help at renuzy.com.

<https://renuzy.com/resources/club-annual-report-template>