

# Annual Reports Best Practices

Each year communities of faith are faced with the task of compiling their annual report for the previous year. While each community of faith will have its own presentation style, there are some best practices that will ensure the annual report is complete, easy to read, and provides the accountability required to the Regional Council. In essence, the purpose is to tell the story of the ministry of your community of faith over the past year.

## Contents:

Please ensure your annual report includes:

1. Table of Contents
2. Report from the Board of Trustees
3. Financial report for the community of faith including investments, and income and expenses
4. Operating budget for the coming year
5. Mission and Service givings report
6. Audit/Review report from external body
7. Membership report showing the change in membership numbers: number of deaths, baptisms, weddings, new members (confirmation or transfer). No need to include names.
8. Minister/Pastoral Charge Supervisor's Report
9. Governing body chair report (including reflection on the goals from the self-assessment tool)
10. Minutes from previous annual meeting
11. Other reports you may wish to include (i.e. committee reports)

## Other Considerations:

- Ensure that the annual report does **NOT** reveal personal information, such as phone numbers, email addresses or mailing addresses.
- A narrative budget may be a helpful way to discuss finances – contact the Pastoral Relations Minister for resources on this process
- Reflecting on the goals from the self-assessment tool would be a useful starting point – if your community of faith has not yet completed this, please do so. Again, contact the Pastoral Relations Minister for materials to assist in this process.

**Please submit annual report electronically (if possible) before Easter (April 9, 2023) to the Pastoral Relations Minister for review by the Committee on Community of Faith Support.**