**Summary of the organization’s background:**

**Organisational structure:**

**Mission:**

**Introduction:**

NOTE: Include here a summary of the year’s main events at the business and organisational level

**Chairperson’s report:**

NOTE: Include here a summary of the year’s main events from the perspective of the chairperson

**Manger’s Report:**

NOTE: Include here a summary of the year’s main events from the perspective of the manager

**Accountant’s Report:**

NOTE: Include here a summary of the year’s main events from the perspective of the accountant

**Environment’s Report:**

NOTE: Include here a summary of the year’s main events from the perspective of the environmental officer

**Organization’s Activity Report:**

NOTE: The report should include activities related to the organisation such as trainings, meetings, development of Fairtrade Premium projects and special events.

|  |  |  |  |
| --- | --- | --- | --- |
| Activity # | | Deadline: | |
| Description:  Note: This section should include the main objectives of this activity as well as its beneficiaries and/or the people involved in it. | | | |
| Person responsible: Include here the names of the people responsible to complete the activity. | | | |
| **Main outcome** | **Next steps** | | **Deadline** |
| This section should include all the main achievements to date, related to this activity. | Include here a list of future activities related to this activity or project. | | Include here a date for the completion of each activity. |
|  | |  |
|  | |  |
|  | |  |

**Statement of Financial Position** As at [date?]

|  |  |
| --- | --- |
| **Assets** | |
| Current assets | Please include here a list of any properties and belongings of the organisations e.g laptops, chairs, desks, cars, tools, etc. |
| Portfolio investments |  |
| Capital | Include here the total capital of the organisation |

**Statement of Revenue & Expenditure**

|  |  |
| --- | --- |
| **Revenue**  Please include here the total income of the organisation during the year | |
| Contributions and events |  |
| Gifts-in-kind |  |
| Grants, investment and other income |  |

|  |  |
| --- | --- |
| **Expenditure** | Include here a total amount of money expend by the organisation during the year, broken down into activities and administrative expenditure. |
| Activities |  |
| Administrative |  |

|  |  |
| --- | --- |
| End of Year Balance | |
|  |  |
|  |  |

**Variation of activities:**

NOTE: Include here a summary of any changes related to the activities included in the previous year’s plan

**Problems and opportunities:**

NOTE: Include here a summary of the year’s main issues and prospects at the organisational and business level

**[Year] Needs Assessment Report:**

NOTE: Include here a list of members’ needs. The list must be the result of a participatory and comprehensive needs assessment exercise.

**Budget breakdown:**

NOTE: Include here a summary of the year’s main events from the perspective of the Accountant

**Roster:** The executive director’s name, and board members’ names and affiliations and staff members

**Thank you notes:**