**ANNUAL REPORT TEMPLATE**

The President, Secretary and Treasurer are required to submit an Annual Report to members at the Annual General Meeting. A copy of this report is to be presented to Tennis SA.

The report plays an important role in the development of the club as well as acknowledging the achievements of the members.

As a minimum, the report must include the following contents;

**Cover page**

The cover page should look appealing. Photos or a clean graphic design will assist in achieving this. The cover should also include the words “Annual Report for <name of club>” and the year.

**Contents**

Include a table of contents and number all headings and pages for easy reference.

**List of Executive and Members**

Include a list of every person (and their title) that held an official position within the club since the previous annual report. This will help as a historical record of who served the club.

**President’s Report**

The President’s report will describe strategic and major achievements of the club. Use subheadings and a short paragraph to describe. If appropriate, use photos, tables and graphs. Aim to keep the report to 1-2 pages.

**Secretary’s Report**

The Secretary’s report will describe operational performance and achievements of the club. Use subheadings and a short paragraph to describe. If appropriate, use photos, tables and graphs. Aim to keep the report to 1-2 pages.

**Treasurer’s Report, including financial statements**

The Treasurer’s report will describe financial performance and achievements of the club. It will also include the financial statements for the club (i.e. balance sheet and profit and loss statement). Use subheadings and a short paragraph to describe. If appropriate, use photos, tables and graphs. Aim to keep the report to 1-2 pages.

**Team/Events Reports and Results (who, what, where, when and how did we go)**

Include reports and results from the season/year. In the reports, describe the event and club’s/team’s performance. If appropriate, use photos, tables and graphs. Aim to keep the report to 1-2 pages per event.

**Honour Rolls (Officer Bearers, Award Winners, Life Members)**

If the club appoints members to any significant achievement, these should also be listed within the annual report, using a title like Honour Rolls, Achievements, or Significant Contributions. If appropriate, include short descriptions and use photos, tables and graphs. This will help as a historical record of who served the club.