

Annual Report Checklist

This checklist can be used to provide insight into what a truly accountable annual report might look like. The key to an annual report that makes a difference is when the annual report is not reporting against how "busy" the organization has been. It reports against vision, strategy and key stakeholder expectations. Use this checklist as a guide, and whilst you do not have to incorporate everything suggested, at least make a conscious choice to NOT include something, rather than ignore the possibility.

Content	Person responsible for collating information	Include? (Yes/No)
Vision/Mission Statement		
How we use our Vision/Mission Statement		
Summary of key outcomes for year.		
Summary of key strategies this year (What we said we would do)		
Summary of achievements against strategies (What we actually did)		
Summary of key strategies for next year (What we plan to do)		
Summary of outlook and issues for next year		
Summary of Performance Targets for next year		
Why these targets were selected		
Benchmarks against other like organizations		
Programs and Department Reports		
Systems and Processes		
Managing Risk		
Staff		
Board and Governance <ul style="list-style-type: none"> • Accountability/Evaluation • Functions • Committees • Succession Planning • Induction • Conflict of Interest • Remuneration/Expenses • Policies 		

