



Checklist for Annual Report

BY:- Rubaru Professional



- An introductory message by the President/ Chairman of the organisation.
- Message or Speech by or through any leading authority of the organisation.
- List of Board of Trustees with their passport size Photos (only in case of Trust)
- List of Governing body members with their passport size Photos (only in case of Society)
- No. of meetings of board of trustees with photos.
- Organizational chart & governance structure- eg: associated banks, compliance auditor and statutory auditors.
- List of projects and activities conducted in the organization with the photographs like health check up camps, awareness camps, etc.
- Achievements of the organisation, award and appreciation, if any
- An audited organization's financial accounts summary signed by authorised auditors.
- Events and program conducted in the organisation like:- sports day, certificate distributions, republic day/ independence day, Annual functions, election, etc.

Heartiest Thanks to all of you!



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A world level Governance Professionals Body

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