[NGO NAME]

Annual Report

Financial year: [April YYYY to March YYYY]
Registration: [Trust / Society / Section 8 company] No. [____] | 12A: [No.] | 80G: [No.] | CSR-1: [No.] | FCRA: [No., if any]

How to use this template: replace everything in [square brackets] with your own facts. Delete the grey guidance lines before you share the report. Use only numbers you can support with records. If a figure is an estimate, say so.

1. Message from the founder or chairperson

Half a page. Say what the year was about, what you are proud of and what was hard. Write in the first person and be honest about difficulties. Funders trust candour more than polish.

[Write here]

2. About us

Item	Details
Year of registration	[YYYY]
Legal form	[Trust / Society / Section 8 company]
Registered office	[Address, state]
Mission	[One or two sentences]
Vision	[One or two sentences]
Focus areas	[e.g. education, health, livelihood]
Where we work	[States, districts, villages]
Team size	[Staff] staff, [Volunteers] volunteers

3. The year at a glance

Five to seven numbers that a reader can take in within ten seconds. Each number must come from your records.

Measure	This year	Last year
People reached	[ ]	[ ]
Projects running	[ ]	[ ]
Locations covered	[ ]	[ ]
Volunteers engaged	[ ]	[ ]
Funds received (Rs)	[ ]	[ ]
Funds spent on programmes (%)	[ ]	[ ]

4. Our projects

Repeat the block below for each project. Keep each project to one page.

Project 1: [Name]

Item	Details
Duration	[Start date to end date]
Location	[ ]
Who it serves	[Group, number]
Funder or source	[Name, or self-funded]
Budget and spend (Rs)	[Budget] / [Spent]
Objective	[ ]
Activities done	[ ]
Outcomes	[What changed, with numbers]
Challenges	[ ]

Next step	[ ]

Project 2: [Name]

Item	Details
Duration	[Start date to end date]
Location	[ ]
Who it serves	[Group, number]
Funder or source	[Name, or self-funded]
Budget and spend (Rs)	[Budget] / [Spent]
Objective	[ ]
Activities done	[ ]
Outcomes	[What changed, with numbers]
Challenges	[ ]
Next step	[ ]

5. Impact and outcomes

Separate what you did (outputs) from what changed for people (outcomes). Example of an output: 40 health camps held. Example of an outcome: share of children who completed a full vaccination schedule. State how each outcome was measured.

Indicator	Baseline	Result	How measured
[ ]	[ ]	[ ]	[Survey, attendance register, records]
[ ]	[ ]	[ ]	[ ]

6. Beneficiary stories

Use a story only with the person's written consent. Change names where privacy matters. Keep two or three, each under 150 words.

[Write here]

7. Financial summary

Take figures from your audited statements. Name the auditor and the date of the report. Do not round in a way that hides anything.

Income (Rs)	This year	Last year
Donations: individuals	[ ]	[ ]
Donations: CSR	[ ]	[ ]
Grants: government	[ ]	[ ]
Grants: foundations	[ ]	[ ]
Foreign contribution (FCRA)	[ ]	[ ]
Other income	[ ]	[ ]

Total income	[ ]	[ ]

Expenditure (Rs)	This year	Last year
Programme costs	[ ]	[ ]
Administration	[ ]	[ ]
Fundraising	[ ]	[ ]
Total expenditure	[ ]	[ ]
Surplus or deficit	[ ]	[ ]

Auditor: [Name, firm, membership no.] Audit report date: [DD Month YYYY]

8. Funders and partners

Thank each funder and partner by name, with their permission. Mention the amount only if they agree.

Name	Type	Support
[ ]	[CSR / Foundation / Government / Individual]	[Project or amount]
[ ]	[ ]	[ ]

9. Governance

Name	Role	Since
[ ]	[Chairperson / Secretary / Treasurer / Trustee]	[YYYY]
[ ]	[ ]	[ ]

Number of board meetings this year: [ ] Policies in place: [e.g. financial, safeguarding, whistleblower]

10. Compliance status

Registration	Number	Valid until
12A	[ ]	[ ]
80G	[ ]	[ ]
CSR-1	[ ]	[Not expiring / date]
FCRA (if any)	[ ]	[ ]
NGO Darpan ID	[ ]	[ ]

List only what you hold. Do not write a number you cannot show a document for.

11. Lessons and what comes next

What did not work and what we changed: [ ]

Plans for next year: [ ]

What we need: [Volunteers, skills, partners, funding for a named project]

12. Contact

[NGO name] | [Address] | [Email] | [Phone] | [Website]

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Annex: Project progress report (quarterly)

Use this one-page format to report to a funder every quarter. Sending it on time is the cheapest way to build trust.

Item	Details
Project	[ ]
Reporting period	[Quarter, dates]
Funder	[ ]
Prepared by / date	[ ]

Planned activity	Done this quarter	Status (on track / delayed)	Reason if delayed
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]

Budget line	Approved (Rs)	Spent this quarter (Rs)	Spent to date (Rs)	Balance (Rs)
[ ]	[ ]	[ ]	[ ]	[ ]
Total	[ ]	[ ]	[ ]	[ ]

People reached this quarter: [number, with a breakdown by group]

Key result or change seen: [ ]

Problems faced and support needed: [ ]

Next quarter plan: [ ]

Attachments: [photos, attendance sheets, bills, minutes]