

ANNUAL REPORT TEMPLATE



Period Covered: _____

Please provide a copy of the Minutes of your Annual General Meeting: Yes No

Please provide a copy of the most recent Financial Statements: Yes No

Please provided a copy of your current Cert. of Public Liability Insurance? Yes No

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COMMUNITY OBJECTIVES

Leaseholders use of the Facility

Activity / Event	Hours of Use
_____	_____
_____	_____
_____	_____

Does the group have any future plans / goals for your group / organisation?

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Sharing the Facility with other groups

Who are you sharing the facility with?

Group Name	Activity / Event	Hours of Use
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

User Charges / Hourly Rates: _____

Supporting documents from other uses attached: Yes No

User Agreement: Yes No If yes please attach a copy

Building:

Have you made any alterations / improvements to the building and or land? i.e. alterations, renovations, maintenance, new services, etc.

When: _____ Consent No.: _____

Details: _____

Does the group have any future plans / goals for your facility / building?

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Any Additional information:

