

COMPLIANCE

Annual Report Template

A BNN Member Resource · 2026 Edition

Use this editable template to prepare your organization's annual report. It supports both your statutory annual reporting obligation and communication with members, funders, and the public. Replace every bracketed prompt with your own content.

1. Organization Information

[Legal name, registration number, registration type (NGO/NPO), reporting period (e.g., 1 Jan–31 Dec 2026)]

2. Message from Leadership

[A short message from the Board Chair or Executive Director — the year in review in 1–2 paragraphs]

3. Mission & Governance

[Mission statement]

[Board members and roles; number of board meetings held; AGM date]

4. Programs & Activities

Summarize each major program or activity delivered during the reporting period.

Program / Activity	Description	Beneficiaries	Location(s)
[Program name]	[What you did]	[# reached]	[District(s)]

5. Results & Impact

[Key outcomes and indicators achieved this year (see the M&E Starter Kit). Include 2–3 success stories if possible.]

6. Financial Summary

Item	Amount (BZD)
Total income	[amount]
Total expenditure	[amount]
Surplus / (deficit)	[amount]

Item	Amount (BZD)
Audit status	[required? completed?]

7. Challenges & Lessons Learned

[What was difficult, and what you learned]

8. Priorities for the Coming Year

[Top 3–5 goals for next year]

This resource provides general guidance only and is not legal, financial, or professional advice. NGO/NPO requirements and thresholds in Belize may change — always confirm current obligations with the Belize Companies & Corporate Affairs Registry (BCCAR) and the Financial Services Commission (FSC).