

Principles & Practices Handout

Appendix 1: Model Annual Report

As suggested by Public Accountability and Communication standard B.1., Iowa nonprofits are encouraged to have a simple and direct method of disclosing important information about their organization's operation in the last year. This is not a governmental filing, but an organizational process to be open about essential information of the organization.

A model annual report follows. It is a suggestion, not at all a required format for the annual report. A second possible format for the annual report follows the first.

On an 8 ½" by 11" piece of paper divided into three sections on both sides provide:

Page 1, section 1

Board of directors by name, key personnel: executive director, chief finance officer, development officer, brief information about the board.

Page 1, section 2

Recent program accomplishments

Page 1, section 3

Organization's official name, address, phone, e-mail, web address and logo

Page 2, section 1

Simple fiscal year balance sheet: assets, liabilities, net assets It is suggested that the categories of assets and liabilities from form 990 be used, but this is not a requirement.

990 asset categories: cash, savings, accounts receivable, pledges receivable, grants receivable, notes and loans receivable, inventories, securities investments, land investments, land and equipment, other.

990 liability categories: accounts payable and accrued expenses, grants payable, deferred revenue, tax exempt bonds, mortgages and other notes, other.

Page 2, section 2

Fiscal year budget, with revenue and expenditure categories. It is suggested that the categories of revenue and expenditure from form 990 be used, but this is not a requirement.

990 revenue categories: contributions, gifts and grants, program service revenue, membership dues, interest and dividends, gross amount on sale of assets, special events revenue, and gross sale of inventory.

990 expenditures categories: grants, specific assistance to individuals, member benefits, compensation, employee benefits, payroll taxes, professional fundraising fees, accounting fees, legal fees, supplies, telephone, postage, occupancy, equipment rental and maintenance, printing and publications, travel, conferences, interest, and depreciation.

Page 2, section 3

Mission statement, vision, values