

NGO ANNUAL REPORT - ADAPTATION GUIDE

A practical annual reporting checklist

How to use this guide. Use the companion editable file for drafting. Keep the final version consistent with the organisation's records and any prescribed format.

Evidence hierarchy

- Audited/final accounts for finance
- MIS/registers for programme counts
- Minutes for governance facts
- Grant reports for restricted-project results
- Consent-aware photos/stories as supporting evidence

Impact language

- Activity = what you did.
- Output = what was delivered.
- Outcome = what changed.
- Impact = broader longer-term change; use cautiously.

Checks before final use

- Do not publish sensitive beneficiary data without appropriate controls.
- Reconcile financial summaries to final/audited accounts.
- Follow donor-specific disclosure requirements where applicable.

LendLink note. This is a free preparation resource. Official forms, current law, donor conditions and professional certification requirements take precedence.