

# ANNUAL FINANCIAL REPORT

## FOR FUNDING REQUESTS

### ORGANIZATION DETAILS

ORGANIZATION NAME	Sample Non-Profit Organization
REGISTRATION NUMBER	123456789
FISCAL YEAR	2023
CONTACT PERSON	Jane Doe (Finance Manager)
EMAIL & PHONE	janedoe@example.org   (555) 123-4567

### SUMMARY OF INCOME

DESCRIPTION	AMOUNT (USD)
Donations & Grants	85,000
Program Revenue	20,000
Other Income	3,000
<strong>TOTAL INCOME</strong>	<strong>108,000</strong>

### SUMMARY OF EXPENDITURES

DESCRIPTION	AMOUNT (USD)
Program Activities	55,000
Administrative Expenses	18,000
Fundraising Expenses	7,000
<strong>TOTAL EXPENDITURE</strong>	<strong>80,000</strong>

### NET SURPLUS / (DEFICIT)

CALCULATION	AMOUNT (USD)
Total Income - Total Expenditure	28,000

### USE OF PREVIOUS FUNDING

Funds received in 2022 contributed to program expansion, outreach activities, and improvement of

operational capacities. Full details are available in the attached supplementary documentation.

## **FUNDING REQUESTED FOR NEXT YEAR**

<b>PURPOSE</b>	<b>REQUESTED AMOUNT (USD)</b>
Program Delivery	40,000
Capacity Building	15,000
Outreach & Advocacy	10,000
<b>TOTAL REQUESTED</b>	<b>65,000</b>

## **DECLARATION**

I hereby declare that the information provided in this report is true and accurate to the best of my knowledge.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_ / \_\_ / \_\_\_\_

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### **Important Notes:**

- Ensure all amounts are accurate and supported by proper documentation.
- Clearly distinguish between different income and expenditure categories.
- Summarize how previous funding contributed to organizational goals.
- Be transparent about surplus or deficit and plans for future funding.
- Attach supporting documents if required by the funder.