

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
TOTAL INCOME	108,000

SUMMARY OF EXPENDITURES

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

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

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

DECLARATION

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

Name: _____

Signature: _____

Date: ____ / ____ / _____

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.