

Annual Activity Report

For the Financial Year: 2023-2024

Name of Charitable Trust: _____

Registration Number: _____

Registered Address: _____

1. ABOUT THE TRUST

Vision & Mission:

Date of Establishment: _____

Trustees/Board Members:

- _____

- _____

2. MAJOR ACTIVITIES UNDERTAKEN

Summary:

Brief description of activities carried out during the year.

- Activity 1: _____
Place: _____ | Date(s): _____
Details: _____
- Activity 2: _____
Place: _____ | Date(s): _____
Details: _____

3. BENEFICIARIES

Total Number of Beneficiaries: _____

Beneficiary Profile:

(e.g. children, women, elderly, differently-abled, etc.)

4. COLLABORATIONS & PARTNERSHIPS

Details of collaborations (if any):

- Name of organization: _____

- Purpose/Outcome: _____

5. FINANCIAL OVERVIEW

Total Income: â,¹ _____

Total Expenditure: â,¹ _____

Major Sources of Income: _____

Major Heads of Expenditure: _____

6. KEY ACHIEVEMENTS & IMPACT

- _____

- _____

- _____

7. FUTURE PLANS

Outline upcoming initiatives, projects, or focus areas for next year.

- _____

- _____

8. DECLARATION

I/We certify that the information provided above is true to the best of my/our knowledge and all activities have been carried out in accordance with the objectives of the Trust and applicable laws and regulations.

Place: _____

Date: _____

Signature(s) of Authorized Person(s):

Name & Designation: _____

IMPORTANT NOTES:

- This document should be prepared annually and maintained in Trust records.
- Attach supporting documents, photographs, and testimonials wherever necessary.
- The report may be required to be submitted to regulatory authorities or donors.
- Ensure reliability and transparency in all information and financial disclosures.
- Retain copies of all documents and reports for auditing and compliance.