

# Annual Activity Report

For the Financial Year: 2023-2024

Name of Charitable Trust: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Registered Address: \_\_\_\_\_

## 1. ABOUT THE TRUST

### Vision & Mission:

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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: ₹ \_\_\_\_\_

Total Expenditure: ₹ \_\_\_\_\_

Major Sources of Income: \_\_\_\_\_

Major Heads of Expenditure: \_\_\_\_\_

## 6. KEY ACHIEVEMENTS & IMPACT

- \_\_\_\_\_  
- \_\_\_\_\_

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## 7. FUTURE PLANS

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

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## 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: \_\_\_\_\_

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### 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.