

## [ SOCIETY NAME ]

Registration No. \_\_\_\_\_ · [ Registered address ]

### CHAIRMAN'S ANNUAL REPORT

The chairman's report sets the tone for the year just ended and the priorities proposed for the year ahead. It should stay consistent with the audited accounts and the secretary's report.

#### SOCIETY

SOCIETY NAME

REGISTRATION NO.

FINANCIAL YEAR

DATE OF AGM

CHAIRPERSON (NAME)

#### YEAR IN REVIEW

Summarise the committee's main decisions, challenges faced (arrears, works, staffing, compliance), and outcomes. Prefer dates and resolution numbers over adjectives.

YEAR IN REVIEW

#### FINANCIAL POSITION (NON-AUDITED NARRATIVE)

Describe the society's position in plain language and direct members to the audited statement of accounts for figures. Do not restate unaudited numbers as final.

## NARRATIVE ON FINANCES

REFERENCE TO AUDITED ACCOUNTS (YES / ATTACHED)  

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### PRIORITIES FOR THE COMING YEAR

List proposed works, policy changes and compliance goals that will come before the general body as separate agenda items or later resolutions. This section is guidance, not a substitute for a resolution.

PROPOSED PRIORITIES

### ACKNOWLEDGEMENTS

THANKS / ACKNOWLEDGEMENTS

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CHAIRPERSON

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DATE

### BEFORE YOU USE THIS

- Align every claim with the secretary's report and the audited accounts.
- Where a priority needs money, it still needs a general-body resolution — say so.
- Circulate with the AGM notice; do not table a fresh version only on the day of the meeting.

#### **Run this in Plinth instead**

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