

[SOCIETY NAME]

Registration No. _____ · [Registered address]

SECRETARY'S ANNUAL REPORT

The secretary's report is the operational account of the year — membership, meetings, correspondence, compliance filings and work done. Keep it factual; leave policy argument to the chairman's report.

SOCIETY

SOCIETY NAME

REGISTRATION NO.

FINANCIAL YEAR

DATE OF AGM

SECRETARY (NAME)

MEMBERSHIP

MEMBERS AT START OF YEAR

MEMBERS AT YEAR END

TRANSFERS / ADMISSIONS DURING THE YEAR

VACANCIES ON THE MANAGING COMMITTEE

MEETINGS HELD

Record every general body and committee meeting of the year.

DATE	TYPE (AGM / SGBM / MC)	QUORUM MET	KEY RESOLUTIONS (SHORT)

CORRESPONDENCE AND COMPLIANCE

Summarise filings with the registrar or competent authority, statutory returns, and any inspection or audit query that remained open at year end. Name the form or return; do not invent a filing status.

RETURNS FILED (LIST)

OPEN CORRESPONDENCE / QUERIES

WORKS AND CONTRACTS

List major maintenance or capital works completed or underway, with the contractor name and whether the general body had already sanctioned the spend. Refer to the resolution number where one exists.

MAJOR WORKS SUMMARY

CONTRACTS DUE FOR RENEWAL

HON. SECRETARY

DATE

BEFORE YOU USE THIS

- Circulate with the AGM notice so members can read it before the meeting.
- Do not mix audited figures into this report — point members to the audited accounts.
- Keep the signed copy with the AGM papers for the retention period your bye-laws require.

Run this in Plinth instead

Plinth keeps this record for you — issued, delivered, acknowledged and searchable, with an audit trail against every flat. No paper to file, nothing to reconstruct before the AGM.

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