

## Annual Report Checklist

The Annual Report should include the following:

- Title Page, with company logo if possible (Marketing Department)
- Table of Contents (Production Department)
- Company Overview and Letter to Stockholders (President)
- Thank You Letter to Volunteer (President)
- Department Overview Letter (from each officer)
- Statement of Activities (Finance Department)
- Liquidation Report (Public Relations Department)
- Company Bylaws (Human Resources Department)
- Business Plan Overview (Public Relations Department)
- Binding, copying, etc. (Production Department)

Any additional items you would like to include (such as pictures or charts) will only add to the scope and value of your company's Annual Report.