

## HECIS: Annual Report Policy

<b>1.5</b>	<b>ANNUAL REPORT</b>
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Applies to: Management Committee members, all staff	Version: 1
Specific responsibility: President, HECIS Co-Ordinator, Playgroup Co-Ordinator, Treasurer, Office Manager	Date approved: <b>5.8.14</b>
	Next review date: <b>Aug 20</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	Associations Incorporations Act 2009
Contractual obligations	

### POLICY STATEMENT

The HECIS Annual Report is published each year and presented at the Annual General Meeting, as required under HECIS incorporation.

### PROCEDURES

#### Content

The Annual Report will include:

- a report from the President/Chairperson
- a report from the HECIS Co-Ordinator including outcomes of services and activities
- a report from the HECIS Playgroup Co-Ordinator including a report of yearly services and activities
- a list of all committees and sub-committees
- an overview of achievements for the year
- a report from the Treasurer
- audited financial statements
- changes to the membership of the Management Committee (where applicable)

#### Preparation

The Office Manager:

- is responsible for coordinating and overseeing the production of the Annual Report.
- will liaise with the auditor and coordinate the financial statements and sign off by Management Committee representatives
- will coordinate contributions from relevant staff
- will coordinate layout and production.

The Annual Report will need to be approved by the President and Treasurer prior to being released.

#### Distribution of Annual Report

The Annual Report will be made available:

- in hard copy to each member who elects to receive a hard copy
- in hard or electronic copy to funding bodies as required.

All members will be offered the option of receiving the Annual Report electronically. Where a member opts for an electronic copy, they will be notified by email when the Annual Report becomes available.

## HECIS: Annual Report Policy

### DOCUMENTATION

Documents related to this policy	
Related policies	Annual General Meeting Incorporation
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	HECIS Committee members

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	11.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	2.8.17	HECIS CoOrdinator	Aug 2018
4	31.8.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020

### INDEXING

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