



Centre Management

Annual Report

An Annual Report is the document that summarises the years activities within your Centre. It also records important information and when verified, acts as a true reflection of your Centres happenings.

Filing audited *financial* reports is mandated for some groups by the Incorporated Societies Act (see below link). Filing an Annual Report is compulsory for Centres that are NNZ members as covered by the NNZ Regulations (2022 version) below:

4.11 Other Information: In addition to the information for the Register of Members, each Netball Centre shall supply to the Zone of which it is a member, the following:

(b) a copy of its annual report which shall include (a) the audited annual financial statements as required and (b) an annual report of the years' activities for the last financial year within a month of the Netball Centre's Annual General Meeting being held;

Below are some suggested headings for what you may like to include in your Annual Report:

- People (Board or Committee, Staff, Life Members, Service Award holders, etc)
- Introduction or summary of the year (by Centre Manager or President)
- Facilities
- Funding, partnerships and supporters
- Competitions (including final placings for Club and School)
- Prize-giving award recipients
- Social competitions (incl. other forms of netball e.g., walking, indoor, etc)
- Umpires and officials (qualifications obtained, appointments and awards)
- Netball Development (including offerings and holiday programmes)
- Satellite(s)
- Representative Programme (including team lists, photos and results)
- Performance Programme (players selected for higher honors/ awards)
- Coach Development (coaching qualifications obtained and any appointments)
- Audited Financial Statements*



If you have any questions about your Annual Report, please speak to your Zone Relationship Manager in the first instance.

- Link to [NNZ Regulations](#)
- *Link to [ISA new financial reporting standards](#)