

Appendix A - Annual plan template

Set out below is a very simple annual plan template. This template can be adapted for individual organisations as required.

[CHARITY NAME] – Annual Plan							
<p>Describe your charitable purpose: <i>(Your charity's 'purpose' is what it is set up to achieve. This purpose is usually set out in the 'objects clause' of your charity's governing document)</i></p>							
<p>Planning period: [DD/MM/YYYY – DD/MM/YYYY]</p>							
Goals <i>(Describe what you plan to achieve)</i>	Objectives <i>(Set out specific steps or actions you take to reach your goals)</i>	Timeframe				Owner	Annual Budget
		Q1	Q2	Q3	Q4		
Goal 1:	1.						
	2.						
	3.						
	4.						
	5.						
	6.						
Sub-total:							
Goal 2:	1.						
	2.						
	3.						
	4.						
	5.						
	6.						
Sub-total:							
TOTAL:							

Legal Disclaimer:

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