(ORGANIZATION LETTER HEAD)

**SUMMARY OF xxxx (NGO NAME)**

**FINANCIAL REPORT FOR THE YEAR ENDED XXX(MONTH) 2022**

**MWK**

Total Revenue

Total expenses

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Surplus for the Year**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTES:**

**Revenue**

1. Foreign currency received
2. Grants in kind received
3. Other income

**Expenditure**

1. Total salaries and Wages
2. Other operating costs

**Approval of the financial information**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Board Chairperson Director**