[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Annual Business Report

[Company name]

The year in review for **[Company name]**: what the business did, how it performed, what it achieved, and where it is heading. Prepared for **[Board, shareholders or management team]**.

Report details

Field	Entry
Company	**[Company name]**
Financial year	**[Financial year]**
Year end date	**[Year end date]**
Prepared by	**[Name and role]**
Prepared for	**[Board, shareholders or management team]**
Report date	**[Date]**

1. A message from [Name and role]

[Enter a short message from the most senior person in the business: the year in a few sentences, and the outlook.]

2. The year at a glance

Headline measure	This year	Last year	Change	Comment
Revenue	**[Amount]**	**[Amount]**	**[Change]**	**[Comment]**
Gross profit	**[Amount]**	**[Amount]**	**[Change]**	**[Comment]**
Operating profit	**[Amount]**	**[Amount]**	**[Change]**	**[Comment]**
Cash at bank	**[Amount]**	**[Amount]**	**[Change]**	**[Comment]**
Customers	**[Number]**	**[Number]**	**[Change]**	**[Comment]**
Employees	**[Number]**	**[Number]**	**[Change]**	**[Comment]**

3. Financial summary

Item	This year	Last year	Change	Comment
Revenue	**[Amount]**	**[Amount]**	**[Change]**	**[Comment]**
Cost of sales	**[Amount]**	**[Amount]**	**[Change]**	**[Comment]**
Gross profit	**[Amount]**	**[Amount]**	**[Change]**	**[Comment]**

[Company name]

Operating costs	[Amount]	[Amount]	[Change]	[Comment]
Operating profit	[Amount]	[Amount]	[Change]	[Comment]
Profit after tax	[Amount]	[Amount]	[Change]	[Comment]
Cash at bank	[Amount]	[Amount]	[Change]	[Comment]

Financial commentary:

[Enter commentary on the financial results: what drove revenue and profit, how cash moved during the year, and any one-off items.]

4. Achievements this year

- [Enter an achievement, with the result it produced]
- [Enter an achievement, with the result it produced]
- [Enter an achievement, with the result it produced]
- [Enter an achievement, with the result it produced]

5. Challenges and how we responded

Challenge	What happened	How we responded	Outcome
[Challenge]	[What happened]	[How we responded]	[Outcome]
[Challenge]	[What happened]	[How we responded]	[Outcome]
[Challenge]	[What happened]	[How we responded]	[Outcome]

6. Our people

[Enter a short section on the team: headcount, training, recognition, and any changes in leadership or structure.]

Item	This year	Last year	Comment
Employees at year end	[Number]	[Number]	[Comment]
New joiners	[Number]	[Number]	[Comment]
Leavers	[Number]	[Number]	[Comment]
Training days	[Number]	[Number]	[Comment]

7. Customers and markets

[Enter a short section on customers and markets: who the business served, what changed, and where demand is heading.]

8. Outlook for next year

[Enter the outlook: the plan for next year, the targets, the main risks, and the opportunities the business will pursue.]

- **[Enter a priority for next year]**
- **[Enter a priority for next year]**
- **[Enter a priority for next year]**

9. Thank you

Thank you to our customers, our suppliers, and everyone at **[Company name]** who made this year possible.

Sign-off

Field	Entry
Prepared by	**[Name and role]**
Reviewed by	**[Name and role]**
Date	**[Date]**
Signature	**[Signature]**