

**SOP # 10.2**   **Revision:** 10-26-16  
**Effective Date:** 2015

**Prepared by:** Bylaws/Policy & Procedures Committee  
**Approved by:** Board of Directors

**Title:**            **SANTA ROSA PLATEAU FOUNDATION (SRPF) - ANNUAL REPORT**

**Policy:**            An annual financial report will be developed by the SRPF Budget and Finance Committee following the end of the fiscal year.

**Purpose:**            To provide a concise review of the SRPF's fiscal year results.

**Scope:**            The annual report will be included in the SRPF's Guidestar profile, will be available to all upon request, and will be utilized as marketing material.

**1.0                    REPORT CONTENTS**

- A balance sheet
- Pie chart or other visual to illustrate allocation of funds
- Pictorial illustrations of programs
- A message from the President