

## ANNUAL REPORTING CHECKLIST

This checklist is intended to be a tool to assist Government departments and reporting entities to prepare complete and accurate annual reports that support accountability to the Legislative Assembly and the general public. Preparers should consider the nature of the work of each Government department and reporting entity and supplement items in the checklist with other information required due to legislation or other public reporting, as an example, reporting required by federal funding agreements. If a particular item is not being included in the annual report, preparers should be able to clearly articulate why inclusion is not possible and use this information as a planning tool to improve reporting in future annual reports.

#	Item	Yes / No	If No, why?
1	<b>Message</b> (the Minister, Chief Executive Officer or Board Chair): indicating responsibility for performance of the department/reporting entity and endorsing the report to stakeholders.		
2	<b>Overview:</b> As an introduction, the report should put the matter in context by providing the reader with an overview of the department/reporting entity’s purpose and approach to operations.		
3	<b>Mandate:</b> A statement of the terms of reference/authority under which the department/reporting entity operates.		
4	<b>Mission Statement:</b> An overview of the department/reporting entity’s purpose stated in terms of outcomes rather than process.		
5	<b>Vision Statement:</b> A high level description of the desired future state; how the department/reporting entity views its “world” at some time in the future assuming that the intended results can be achieved (short and precise).		
6	<b>Values:</b> A description of the principles to be used by the department/reporting entity to meet its vision.		
7	<b>Legislative Responsibility:</b> Listing of the Acts that the Department administers.		
8	<b>Deputy Head’s Overview:</b> The statement by the Deputy Head should set the tone for the report and endorse the report.		
9	<b>Year in Review:</b> A summary of what happened in the entity over the reporting period.		
10	<b>Organizational Chart</b>		
11	<b>Staffing Summary:</b> By Division and/or Program.		

12	<p><b>Accountability Reporting:</b> An overview of the department/reporting entity's performance, including:</p> <ul style="list-style-type: none"> <li>• the goals of the department/reporting entity;</li> <li>• the timeframe for meeting its goals;</li> <li>• why the results are important;</li> <li>• how performance is measured;</li> <li>• the success or failures over the reporting period;</li> <li>• how shortcomings will be addressed; and</li> <li>• the strategies used to obtain the intended results and a comparison of the resources allocated to those used.</li> </ul>		
13	<p><b>Division/Program Accountability – Results / Outcomes Achieved:</b></p> <p>(i) report on each of the main strategies, programs, etc., particularly for those departments/reporting entities which have significant/complex mandates.</p> <p>(ii) key results/outcomes achieved against intended goals, in greater detail than in the overview section.</p> <p>(iii) the relationship of the Division's goals to the department/reporting entity's overall goals.</p>		
14	<p><b>Program Activity and Information:</b> Information about program activity, sector activity and other data and statistical information which may be of interest to the reader; tables of statistical data may be more appropriately included as an appendix rather than in the body of the report.</p>		
15	<p><b>Financial Information:</b> A section or an appendix with financial information setting out the approved budget, actual results and variances. In the case of reporting entities, a copy of the audited financial statements must be included</p>		
<b>Other Public Reporting requirements:</b>			
16	<p><b>Legislatively Required, list:</b></p> <p>-</p>		
17	<p><b>Other, list:</b></p> <p>-</p>		