

ANNUAL REPORT TEMPLATE

REQUIREMENTS

Microsoft Word & Excel

FONTS

This template uses Georgia and Arial. If you want to change any of the fonts, please change them in the style sheet to guarantee consistency. Whatever fonts you decide to use, limit the amount. Remember, less is more.

GUIDELINES

Here are a few guidelines when working on your report:

DO NOT have artwork bleed off the page. You must have a 0.25 in margin around your page in order for it to print properly.

DO NOT clutter it with too much text/too many photos. Think of simple statements and bullet lists in order to get your point across.

USING THE FILE

Double-click the file to create a new brochure.

The document is a template file. When opening the document, it will automatically open an untitled document (this is to prevent the user from saving over the template file).

Always create a new report from the template file, never start from scratch.

PRINTING

For better printing results, never print your final brochure directly from the Microsoft Word document. Instead, export a PDF and print from the PDF.

If you are sending this brochure to get printed at an outside printer (Kinkos, Office Depot, etc), never send them your Microsoft Word file. Always send them a PDF.





COVER

2013

Community Benefit Report



Mission, Vision, Values

MAIN HEADING

Our Mission

BODY TEXT

Include your District's mission, which should clearly detail your District's value, the communities it serves and any applicable milestones that demonstrate success. The following is a customizable example.

Founded in [year], the [name of district] provides [key services] to residents of [applicable cities or counties]. Its mission is to [describe mission, i.e. - provide quality and affordable family health care]. Since [name of key facility] opened in [date, if different from previously mentioned date], it has served more than [patient number] of all ages.

Our Vision

Placeholder for District's vision statement.

Our Goals

SUBHEAD

Placeholder for District's goals.

Our Values

Placeholder for District's values.

SIDEBAR/HEADING

EXECUTIVE STAFF

Placeholder for executive staff list.

BOARD MEMBERS

Placeholder for board member list.

SIDEBAR/BODY



SAMPLE STOCK PHOTOGRAPHY

About [Healthcare District]

[Text below is placeholder]

Use your annual report as an opportunity to educate people about the services offered locally, as well as what a Healthcare District is in general. Referencing the history of your Healthcare District helps reinforce that it is deeply rooted in the community. Also, make sure to include how the District has advanced to provide relevant and needed services to its community today.



**SAMPLE STOCK
PHOTOGRAPHY**

PULLQUOTE

*Placeholder for
an interesting
fact about your
District.*

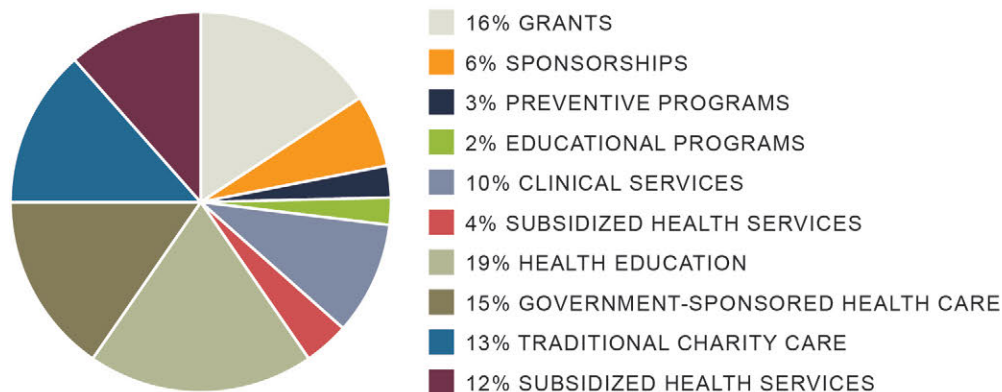
Financial Summary

[Text below is placeholder]

Provide an overview of the Healthcare District's finances. If your District operates with local tax funds, you might choose to highlight the community's return on investment or other funding components that reinforce that your District is using monetary resources efficiently to maximize offerings.

[Graphs & numbers below are placeholder]

	REVENUE	EXPENSES	NET ASSETS	TABLE/HEADING
2010	\$250,999	\$250,999	\$250,999	TABLE/BODY
2011	\$250,999	\$250,999	\$250,999	
2012	\$250,999	\$250,999	\$250,999	
2013	\$250,999	\$250,999	\$250,999	
TABLE/SUBHEAD				



Consider utilizing a pie chart or graph to represent how your District's dollars/ revenue is spent or utilized. District spending categories could include grants, sponsorships, preventive and educational programs or clinical services. If your District operates a hospital, additional budget categories could include subsidized health services, health education, government-sponsored health care, traditional charity care, subsidized health services.



[Report Title] REPORT TITLE

[Text below is placeholder]

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CONTACT INFO

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URL