

# Sample Annual Report Form

## For Small Businesses

This **sample annual report form** is designed specifically for small businesses to simplify the process of reporting yearly financial and operational data. It helps entrepreneurs maintain compliance with legal requirements while providing a clear overview of their company's performance. Using this form ensures accurate record-keeping and efficient communication with stakeholders.

### 1. Business Information

Business Name:

Business Address:

Phone Number:

Email Address:

Reporting Year:

### 2. Ownership and Management

Owner(s) Name(s):

Manager(s) Name(s) (if different):

### 3. Financial Summary

| Item            | Amount (USD)         |
|-----------------|----------------------|
| Total Revenue   | <input type="text"/> |
| Total Expenses  | <input type="text"/> |
| Net Profit/Loss | <input type="text"/> |

## 4. Operational Highlights

Major achievements, milestones, or changes this year:

## 5. Employee Information

Number of Full-time Employees:

Number of Part-time Employees:

## 6. Compliance and Certification

Were all required licenses and permits maintained during the year?

☐ Yes ☐ No

If "No", please explain:

## 7. Declaration

I hereby affirm that the information provided in this annual report is true and accurate to the best of my knowledge.

Authorized Signature:

Date:

**Submit Report**