

# 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:**

e.g., 2023

### 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**