

LPJ TEMPLATE

The accountability report, eight sections, ready to fill in

The eight standard sections with the headings filled in, a two-table financial format, and an evaluation page that asks useful questions. Fill it in, print it, attach it. Free to use and adapt.

8

STANDARD SECTIONS

2

FINANCIAL TABLES

4

EVALUATION QUESTIONS

**Pages 2 - 3**

Cover details, foreword, introduction, and what happened.

**Page 4**

The two-table financial report, with pledged and received kept apart.

**Pages 5 - 6**

Evaluation, closing, appendices, and signatures.

Accountability report

Fill in what applies and strike out what does not. If your organisation has its own format, take whatever is useful.

1. COVER PAGE

Organisation / committee

Event name

Dates

Venue

Prepared by

2. FOREWORD

One paragraph, signed by the committee chair.

3. INTRODUCTION

Background, aims, and what the proposal promised. If anything changed from the proposal, say so here rather than saving it for the evaluation.

Background

Aims of the event

What the proposal promised

What changed from the proposal

What happened

Fill this in from the attendance record and the committee's notes, not from an estimate.

4. WHAT HAPPENED

Date and time	Venue
Number who attended	Target in the proposal

Running order:

Committee members who ran it:

WORTH KNOWING

Attendance is the figure you will be asked about most. Take it from the attendance record. If the record is incomplete, say so rather than rounding up.

Financial report

Two tables, not one long list. The "Ref" column is the appendix number - every expenditure line should have a receipt.

5A. INCOME

NO	SOURCE	PLEDGED	RECEIVED	REF
1				
2				
3				
4				
5				
Total income				

5B. EXPENDITURE

NO	CATEGORY / DESCRIPTION	AMOUNT	REF
1			
2			
3			
4			
5			
6			
7			
8			
Total expenditure			

5C. SUMMARY

SUMMARY	AMOUNT
Total income received	
Total expenditure	
Closing balance	

Any surplus is held / returned to

Evaluation

Fill this in on the night, while you still remember and are still annoyed. It is the only section that cannot be reconstructed three weeks later, and the only one the next committee will read.

6. EVALUATION

What went better than expected?

What went wrong, and why?

What would we change if we ran this again?

What should the next committee know before they start?

7. CLOSING

One closing paragraph and your thanks.

Appendices and signatures

Attach the evidence, sign it, and keep one copy for the next committee.

8. APPENDICES

Tick what is attached.

- ☐ Attendance record
- ☐ Receipts
- ☐ Photographs
- ☐ Sponsor correspondence
- ☐ Running order
- ☐ Other:

SIGNATURES

Committee chair

Treasurer

Approved by

BEFORE YOU HAND IT IN

The four things that most often get an LPJ sent back: the totals do not reconcile with the closing balance, a spending line has no receipt and no explanation, a sponsor who only pledged is recorded as paid, and a surplus is not mentioned at all. Check all four once more.