
Contents and procedure of Annual Report AGM of working of Society for AGM

Responsibilities of a Member

While the Managing Committee has its responsibilities, the ordinary members too have certain responsibilities. As a member of a Residential Complex, it is your duty to participate in the AGM and contribute to the discussions. Any decision made during this meeting will affect the quality of your life in the society – so don't leave the responsibility on the others. Before you attend the meeting, familiarize yourself with the Agenda; clear any doubts you may have regarding anything with other members or someone from the Managing Committee before the meeting. Make a list of questions that you plan to ask based on what you've noticed about the functioning of the society. Take a copy of the Annual Report with you to the meeting. And finally, be at the meeting slightly before time so that the quorum is reached and the meeting can start off as scheduled.

Annual Report

Annual Report is a book which gives members details of the AGM. Managing committee should give total and correct information. Managing committee should try to give maximum information in the report so as to have detailed discussion in the AGM.

Annual Report Book

1. Cover page
2. List of managing committee member with name of Auditor and Banks
3. Notice for AGM
4. Auditors Report.
5. Schedule A to I
6. Income and Expenditure Report
7. Balance Sheet
8. Managing Committee Report
9. Minutes of the last AGM

10. Minutes of the last SGM
11. Transfer list
12. New members

Schedule A to I

1. Share Capital
2. Reserve and Surplus
3. Advance from Members
4. Current Liabilities and Provision
5. Income and Expenditure Account
6. Investment
7. Advances and Deposits
8. Receivable from the members
9. Fixed Assets
10. Prepaid Expenses

Posting of Annual report

1. Bring Envelope, Postage Stamps, Gum
2. Prepare list of Members for RPAD / Courier / Certificate of Posting
3. Keep records of returned letters and make a list
4. Send through E-mail.