

# ETHIOPIAN TRANSLATORS ASSOCIATION (ETA)

## ANNUAL REPORT POLICY

### 1. Purpose

The **Annual Report** serves as a comprehensive document that summarizes the activities, achievements, financial performance, and growth of the Ethiopian Translators Association (ETA) over the past year. It is a critical tool for transparency, accountability, and communication with members, stakeholders, and the public. This document will highlight the Association's major initiatives, reflect on progress made toward its strategic goals, and outline plans for the upcoming year.

### 2. Key Elements of the Annual Report

#### 2.1 Overview of Key Initiatives and Projects

The Annual Report will provide a summary of the significant initiatives and projects undertaken by ETA during the year. This section will cover:

- **Completed Projects:** Detailed descriptions of the projects that were successfully completed, including their goals, outcomes, and contributions to the translation industry or the Association's mission.
- **Ongoing Projects:** A report on projects still in progress, with an update on their current status, challenges encountered, and expected completion timelines.
- **Collaborations and Partnerships:** An outline of any collaborations with other organizations, stakeholders, or institutions, and the impact these partnerships have had on the Association's work.
- **Events and Activities:** A summary of the major events, workshops, seminars, and conferences held by ETA, including attendance numbers and key takeaways.

#### 2.2 Financial Statements and Audit Report

A transparent financial report is an essential part of the Annual Report, providing a clear picture of ETA's financial health. This section will include:

- **Financial Statements:** A detailed breakdown of the Association's income and expenditures, including revenue sources such as membership fees, donations, and other income streams.
- **Balance Sheet:** A summary of ETA's assets, liabilities, and equity at the end of the fiscal year.
- **Audit Report:** A report from the auditing team, verifying the financial statements and confirming that the financial management practices of ETA comply with accepted standards. The report will highlight any discrepancies or areas for improvement, if applicable.
- **Budget vs. Actual:** A comparison of the budget set for the year versus the actual spending, identifying any variances and providing explanations.

### 2.3 Membership Statistics and Growth

This section will provide a snapshot of ETA's membership over the year, including:

- **Membership Growth:** The total number of members at the start and end of the year, broken down by membership type (individual members, company members, etc.).
- **New Members:** The number of new members who joined ETA during the year, along with information about member recruitment strategies.
- **Membership Retention:** A discussion on the retention rate of members, addressing any challenges or strategies implemented to maintain active membership.
- **Geographic Distribution:** Information on the geographical distribution of members, particularly if ETA has expanded into new regions or areas.

### 2.4 Plans for the Upcoming Year

The final section of the Annual Report will focus on ETA's plans and priorities for the upcoming year. This will provide insights into the Association's strategic direction and objectives for the future, including:

- **Goals and Objectives:** A clear outline of ETA's goals for the next year, including both short-term and long-term objectives.
- **New Initiatives:** A preview of new projects or initiatives planned for the upcoming year, with an emphasis on how they align with ETA's mission and the needs of its members.
- **Financial Projections:** Estimated budget and financial targets for the next year, based on the goals and planned activities.
- **Member Engagement:** Plans for enhancing member engagement, professional development opportunities, and fostering a sense of community within ETA.
- **Strategic Partnerships:** Potential partnerships or collaborations that ETA plans to pursue to further its mission and enhance its impact in the translation industry.

### 3. Report Distribution and Accessibility

#### 3.1 Distribution

The Annual Report will be distributed to the following groups:

- **Members:** All ETA members will receive a copy of the Annual Report via email or physical distribution, ensuring they are informed about the Association's activities and performance.
- **Stakeholders and Partners:** Key partners, collaborators, sponsors, and donors will receive the report to demonstrate transparency and the impact of their support.
- **Public Access:** A public version of the Annual Report, with sensitive information redacted where necessary, will be made available on ETA's website to ensure transparency with the general public.

#### 3.2 Presentation Format

The Annual Report will be prepared in both digital and physical formats. The digital version will be accessible on ETA's website, allowing easy access for all members and external stakeholders. A printed version will be available for distribution at ETA's annual meeting or other major events.

### **3.3 Timing of Distribution**

The Annual Report should be completed and distributed within three months following the end of the fiscal year. This will allow time for finalizing financial statements, gathering feedback from the auditing team, and compiling the necessary information. The report will be presented to the General Assembly during the annual meeting or a designated event.

## **4. Conclusion**

The **Annual Report** is a vital tool for ETA's commitment to transparency, accountability, and communication. By outlining key initiatives, financial performance, membership growth, and plans for the future, the Annual Report ensures that all stakeholders are well-informed about ETA's progress and strategic direction. It also serves as a foundation for future planning and continuous improvement within the Association.

**Approved by:**

**Ethiopian Translators Association (ETA)**