

**AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW**

**Policy Manual
Section III. Board**

Subject: ADRC-CW Annual Report

Purpose: To provide a format and distribution procedure for the Annual Report of the ADRC-CW.

Policy:

(1) A complete report of the programs, services, and a financial summary of the ADRC-CW for the calendar year will be prepared in April and May.

(2) The report shall cover the previous calendar year and include:

A summary of major accomplishments during the year

A financial summary

A summary of programs and services in each of the core service areas provided, including numbers served and emerging issues and trends

A summary of unmet service needs as identified by the Resource Specialists

A summary of major goals for the organization for the coming year

(3) The completed Annual Report will be presented to the ADRC-CW Board at the June meeting of each year.

(4) After presentation to the ADRC-CW Board, the Annual Report will be made available to the Member County Boards, all staff, all ADRC-CW advisory committees, and other interested stakeholders. The report also will be posted on the ADRC-CW website.

Approved by the ADRC-CW Board on: 1/14/2010

Reviewed and revisions approved by the ADRC-CW Board on: 6/9/2011

Updated by AdHoc Committee: 11/22/2019

Board approved: February 13, 2020