

**Format and template example of the foundation's work
plan and budget statement**

(Name of the foundation)

(year) Work plan and budget statement

(Name of the foundation)

Table of contents

Chapter One General Information

- I. Preface/Overview
- II. Highlights of the annual work plan
- III. Annual work progress review and performance measurement/expected performance, performance evaluation indicator system and specific measurement indicators
- IV. Expected benefit / Future outlook

Chapter Two Budget Reports

- I. Balance Sheet (estimated)
- II. Statement of Revenue and Expenditure (estimated)
- III. Statement of Net Worth Change (estimated)
- IV. Cash Flow Statement (estimated)

Appendix (to be added as needed)

Note: For a government-endowed communication foundation which submits the budget statement to the Legislative Yuan for review in accordance with the Budget Act, it is exempted from filling out the budget reports of Chapter 2.

(Name of the foundation)

General Information

(Year)

I. Preface/Overview

It should include the establishment basis, establishment purpose and organization overview. (An organizational chart should be attached)

(List the foundation's organizational structure and the business responsibilities of each unit)

II. Highlights of the annual work plan

Highlights of the plan: A summary of the content of the plan (including the origin of the plan, whether it meets the purpose of establishment and the donation charter), implementation method and implementation period.

(Please add plans as needed)

III. Annual work progress review and performance measurement/expected performance, performance evaluation indicator system and specific measurement indicators

Explain the work items expected to implement, its performance measurement indicators and annual target values.

IV. Expected benefit /Future outlook

Explain the expected benefits of the implementation. If it is a multi-year plan, state the benefits expected to be achieved in the future. (Including a quantitative description, such as the number of completed cases, the number of enterprises receiving guidance..., if it cannot be described in a quantitative manner, specify the tangible or intangible benefits in words)