

**Format and template example of the foundation's  
working report and financial statements**

**( Name of the foundation )**

**(Year)**

**Working report and financial statements**

**Prepared by ( Name of the foundation )**

( **Name of the foundation** )

## **Table of contents**

### **Chapter One General Information**

- I. Preface/Overview
- II. Processing situation of the annual work plan
- III. Annual work progress review and performance measurement indicator review or implementation results
- IV. Implementation status of the annual budget (it may be exempted from listing this paragraph if the final accounts statement has been prepared)
- V. Conclusion/ Future outlook

### **Chapter Two Financial Statements**

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

### **Appendix (to be added as needed)**

Note: For a government-endowed communication foundation which submits the final accounts statement to the Legislative Yuan for review in accordance with the Financial Statement Act, it is exempted from filling out the financial statements 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. Processing situation of the annual work plan**

Explain the work items, implementation content, handling situation and explanation of the annual business plan.

(Please add plans as needed)

**III. Annual work progress review and performance measurement indicator review or implementation results**

Explain the work items of each work plan, its performance measurement indicators, annual target values and actual completion status.

**IV. Implementation status of the annual budget (it may be exempted from listing this paragraph if the final accounts statement has been prepared)**

State the implementation status of the budget for the said year, but it may be exempted from listing this paragraph if the final accounts statement has been prepared.

**V. Conclusion/Future Outlook**

Explain the benefits of actual implementation. (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)