

Plain English report template

- The following is a plain English report template.
- We recommend using plain English in all communications, including Board reports.
- A clear and repetitive format makes reports easier to understand.
- The report has four main sections
 1. What is this report about
 2. Information
 3. Issues for discussion
 4. Decisions to be made.
- This report can be accompanied by an easy read report for anyone who would benefit or prefer.

[Organisation name]

[Report]

Meeting Date [...]

What this report is about

Information

Issues for discussion

1. Issue to discuss

2. Issue to discuss

Decisions to be made – also called motions

Report Completed by:

Date:

EXAMPLE

ABC Inc.

Executive Officer Report

Meeting Date: 1 July 2024

What this report is about

This report is from the Executive officer and reports on what has been happening.

Information

- Our client numbers have increased...
- The funding report was completed...
- New rules regarding workplace health and safety mean...
- We received an email of thanks from...

Issues for discussion

1. Issue to discuss

The phone system in the office is not working well.

The phones are 15 years old. They have been repaired in the past but parts are getting very hard to get. The repair person has suggested that we get a new system and recommended a type that he finds very reliable. We have 3 quotes from \$5000 to \$7000. All quotes are for the same system and includes installation. I recommend we accept the \$5000 quote as it is the cheapest and can be installed next week.

Decisions to be made - motions

Motion: That \$5000 is approved by the Board for the purchase of the new phone system by the Executive Officer.

Report Completed by: E. Officer

Date: 30 June 2024