

**BRANCH MONTHLY REPORTING FORM**

Reporting Month and Year: \_\_\_\_\_

Please complete the following information to provide a monthly report for your branch:

**1. Branch Details:**

a. Branch Name: \_\_\_\_\_

b. Ward No: \_\_\_\_\_

**2. Membership:**

a. Total registered members: \_\_\_\_\_

b. New members recruited: \_\_\_\_\_

c. Total Number of members who lefts: \_\_\_\_\_

Make (X): reason for the member leaving in the boxes below

resigned: \_\_\_\_\_

abscond: \_\_\_\_\_

died: \_\_\_\_\_

other: \_\_\_\_\_

**3. Activities and Events: List the activities and events organised by the branch during the reporting month:**

Activity/Event 1: \_\_\_\_\_

Date: \_\_\_\_\_

Description: \_\_\_\_\_

Activity/Event 2: \_\_\_\_\_

Date: \_\_\_\_\_

Description: \_\_\_\_\_

Activity/Event 3: \_\_\_\_\_

Date: \_\_\_\_\_

Description: \_\_\_\_\_

Activity/Event 4: \_\_\_\_\_

Date: \_\_\_\_\_

Description: \_\_\_\_\_

**4. Outreach and Engagement: Describe any outreach initiatives or engagement efforts conducted during the reporting month:**

Initiative 1: \_\_\_\_\_

Date: \_\_\_\_\_

Description: \_\_\_\_\_

Initiative 2: \_\_\_\_\_

Date: \_\_\_\_\_

Description: \_\_\_\_\_

**5. Challenges and Concerns: Identify any challenges or concerns faced by the branch during the reporting month:**

Challenge/Concern 1: \_\_\_\_\_

Date: \_\_\_\_\_

Description: \_\_\_\_\_

Challenge/Concern 2: \_\_\_\_\_

Date: \_\_\_\_\_

Description: \_\_\_\_\_

**6. Future Plans: Outline any upcoming activities, events, or initiatives planned by the branch for the next month:**

Description: \_\_\_\_\_

**7. Financial report: Please ensure you attach all receipts, invoices and any other relevant documents to this report**

a. Balance b/o: \_\_\_\_\_

b. Income: \_\_\_\_\_

c. Expenses: \_\_\_\_\_

d. Balance on record: \_\_\_\_\_

e. Cash on hand: \_\_\_\_\_

f. Over/ Under: \_\_\_\_\_

Comments: \_\_\_\_\_

**8. Additional Comments: Provide any additional comments or information you would like to share:**

Please submit this form by the designated deadline to ensure accurate reporting and effective communication within the National Coloured Congress. Thank you for your cooperation.