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**MEMO**

**TO: Centres**

**FROM:Executive Officer**

**DATE: 25th September, 2019**

**RE: Annual Report 2019**

**Hi Everyone,**

**Yep it’s that time of year again!**

**We need Centres’ Annual Reports to be sent to State Office by the 18th of December please. A picture is worth a thousand words, so please lots of pictures!**

**As we need to compile 39 Centre reports plus several other individual reports it is important to try and adhere to this time frame. Don’t disappoint your volunteers by not getting your report in on time and not having your Centre included in the Annual Report.**

**Jan Pike **