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Description automatically generated

[insert name of hospital]

Board of Visitors

TIN XX-XXXX-X-X

[Document title]

Annual Report & Audited accounts

[insert year]

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[insert name of hospital]

Board of Visitors

TIN XX-XXXX-X-X

[Insert Date]

[Insert Name of Minister for Ministry of Health and Medical Services]

Minister for Health and Medical Services

Denim House

Amy Street

Suva

Dear Hon Minister,

I am please to deliver to you the Annual Report for [insert year] and Financial and Audited Accounts up to [insert month and year] for [insert name of hospital] Board of Visitors.

I certify that the report and accounts comply with requirements specified under Section 10 of the Public Hospitals and Dispensaries (Amendment) Act (Cap 110).

Yours sincerely,

[insert signature]

[insert name]

Chair

[Insert name of hospital]

Board of Visitors

|  |
| --- |
| **FROM OUR BOARD CHAIR** |
|  |
| **[insert title of foreword]** |
|  |
| [insert foreword]  [insert name]  Chair  [insert name of hospital]  Board of Visitors |

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# 

# Overview of the past year

[insert any relevant changes to the context in health/ health services in Fiji]

# Board of Visitors at [insert name of hospital]

[insert an overview of the Board of Visitors, including a brief profile of each member with their photo. Also include an overview of focus of the Board of Visitors work with the hospital administration]

# Financial Summary

[insert the budget for the year the report is covering and a breakdown of expenditure by the major projects undertaken by the Board of Visitors]

# Our Key Accomplishments

[insert a description of the key accomplishments from the past year, including photos]

# Special Thanks

[include any community members, private sector, government personnel or developments who have significantly supported the work of the Board of Visitors over the past year and a summary of the support]

# Continuing Urgent Needs

[provide a summary of the priority areas of work that the Board of Visitors intends to focus on going forward and the support needed for this work]

# Looking forward to [insert following year]

[insert any significant events/ work planned for the year following this report. For example, if this report is for 2023, what is planned for 2024]

# Appendix – Audit Report for [insert year]