

Annual Report
FY2008

Annual Report for FY2008: General information

An annual performance report reflects the attainment of the goals of the agency and updates the trend lines in the Strategic Plan for FY2007-2008. It provides a basis for Legislative or Department of Audit evaluation of an agency's plan and performance.

Report only on Fiscal Year 2008, July 1, 2007 to June 20, 2008. Do not report on activities before or after FY07. If you must use calendar year figures or any other measurement that does not conform to the fiscal year, please specify what you are using.

Any graphs and charts in the strategic plan for FY2007-2008 should be converted to trend lines for this report.

Due dates:

August 29, 2008: e-mail final Annual Report to:
Governor's Office, Melissa Hayes (mhayes2@state.wy.us);
Garri Gemelli, Department of Audit (gemelli@wyaudit.state.wy.us); and
State Library, Tina Lackey (tlacke@state.wy.us)

Formatting the report:

- Submit your report as an MS Word document attachment.
- Leave at least a 1-inch margin top, bottom and both sides.
- DO NOT use headers, footers or page numbering.
- Include your agency name at the top of the first page. Do not use a cover page.
- Color graphs are acceptable only if they will still be readable in black and white. (Print copies of the report will be made in B&W only.)
- Use only Times New Roman font, 10 pt. or larger, for text. Use Times New Roman or Arial for headers.
- Include the content requested in the following Annual Report Design Template.
- Follow the style sheet guideline (included) that is standard for state documents. NOTE: Please proof your reports carefully! We do not copy-edit your reports for typos and misspellings.

Contacts:

For content questions:
Pam Robinson, Department of Audit
307-777-7367
probinson@wyaudit.state.wy.us

Formatting questions:
Tina Lackey, Wyoming State Library
307-777-6338
tlacke@state.wy.us

Template: Wyoming Annual Report Content

General Information

- Agency name
- Director's name and official title.
- Agency Contact person
- Agency Contact phone
- Mailing address
- Web address (URL)
- Other Locations (Street addresses not required.)
- Statutory References
- Clients Served (Not the number of clients served, just the type of clients.)
- Budget Information (Expenditures for FY08.) Use whole dollar amounts.

Additional questions for Licensing Boards and Commissions:

If you are reporting for a board or commission, please answer these additional questions as part of the General Information report:

- Agency to Which Your Group Reports
- Number of Members
- Meeting Frequency

Report Narrative

Use the **Wyoming Annual Report Design Template**

Organizational chart:

Please include an organizational chart that reflects your agency's structure along with your annual report by August 29, 2008. Include only titles/division & program names, no personal names. Do not include any organizational level (eg. the Governor) above your agency.

Chart must fit on one page in an MS Word document, with 1-inch margins top, bottom and sides. Do not use headers or footers. Color may be used, as long as the chart is still readable when copied in black and white.

Style Sheet for Agency Annual Report

This style sheet is taken from an executive order on state document formatting.

- Write in complete sentences.
- Use lower and upper case (do not type any word entirely in capital letters).
- Use third person at all time. Do not use personal pronouns (I, we, us, you).
- Be consistent in spelling style; eg., monies or moneys.
- Check spelling, grammar and word usage after completing the report.
- Standardize the fiscal year as FY 07.
- Do not abbreviate in the first reference; spell out all words and acronyms, even if they are familiar to you – they may not be familiar to others. eg. “Wyoming Libraries Database (WYLD)” on first reference, “WYLD” on later references.
- Avoid jargon.
- Numbers one through nine should be spelled out. Any numbers following nine should be written in numeric form. For example: two, five, seven, 11, 15, 22, 348.
- In a series, use all numeric forms even if a number is less than nine, for example: 3 full-time employees, 1 part-time employee, and 300 students.
- Numbers in millions should be written in decimal form; for example: \$6.2 million.
- Do not begin a sentence with a number.
- Use numeric forms for percentages: 4 percent. Spell out the word "percent" in text.
- Spell out legislative session numbers.
- Do not capitalize the words: national, federal, state and local.
- Capitalize names of committees, agencies, or proper nouns when using the full name. Do not capitalize when referring to "the committee" or "the agency."
- Capitalize specific names of legislative acts.