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1. The first part of the report deals with the general situation of the country and the progress of the work during the year. It is followed by a detailed account of the various projects and the results achieved. The report concludes with a summary of the work done and the plans for the future.

2. The second part of the report deals with the financial aspects of the work. It includes a statement of the income and expenditure for the year, and a comparison with the budget. It also includes a statement of the assets and liabilities of the organization at the end of the year.