**[SPECIFY THE NAME OF THE COMPANY]**

[SPECIFY THE ADDRESS OF THE COMPANY]

[SPECIFY THE CONTACT NUMBER]

[SPECIFY THE EMAIL ADDRESS]

**EXECUTIVE**

**SUMMARY REPORT**

**ON ANNUAL CORPORATE SOCIAL RESPONSIBILITY PROJECT**

For the Year 20\_\_

**Message From:**

Greetings!

It is with great pleasure that I present this Executive Summary Report on the Annual Corporate Social Responsibility Project of the Company.

The Company, being in the food and beverage industry, has been the leading producer and distributor of various condiments. As such, it is our Corporate Social Responsibility to be accountable to its stakeholders as well as the public. Our practice in actively conducting our CSR makes us aware of the impact that the Company is having on all the aspects of the society, including social, economic, and environmental.

Following that statement, the Company has launched its CSR last [DATE]. The CSR of the Company mainly focuses on charities and Non-Government Organizations that need sponsorship for food and beverages.

I hope that this Executive Summary Report will enlighten you about the Company’s CSR.

Thank You!

**PROJECT OBJECTIVE**

The Objective of the Corporate Social Responsibility Project has always been to be able to give back to the society what it has given to the Company through its continued patronage to the Company’s products and services.

In particular, this year’s Corporate Social Responsibility is focused on helping those who are less fortunate and to be able to become sponsors of different charities to help those that are in need of food and be given access to such. With this, the Company will be able to make an impact in the society through its efforts.

The objective of the Company as a whole is to be able to increase its profits and raise its economic status, at the same incorporating environmental responsibility to avoid product wastage. In line with the last objective of the Company, any products not sold within \_\_ months before its expiration shall be pulled out of the Company’ inventories and shall be donated to the listed charities and beneficiaries. This way, the Company can attain its own objectives while ensuring that it is maintaining its social responsibility.

**BACKGROUND**

The registered name of the Company is [NAME OF THE COMPANY]. It has been established to have been operating in the food and beverage business on [YEAR].

|  |  |
| --- | --- |
| **GENERAL INFORMATION** | |
| NAME: |  |
| DATE OF REGISTRATION: |  |
| REGISTRATION NUMBER: |  |
| DATE OF INCORPORATION: |  |
| INDUSTRY: |  |
| ADDRESS: |  |
| STOCKHOLDERS: |  |
| ORGANIZATIONAL CHART |  |

The Mission of the Company is [MISSION STATEMENT].

The Vision of the Company is [VISION STATEMENT].

The Company has conducted its research study on the possible Corporate Social Responsibility in the year \_\_\_\_, which is in compliance with [SPECIFY THE APPLICABLE LAW OR ORDINANCE]. The research study on the Company’s CSR was prepared by [SPECIFY THE NAMES].

The result showed that the best CSR that would benefit both the Company and the public is the sponsorship of the different charities and NGOs of needed condiments that are produced by the Company.

The results were further analyzed and studied by the Executive Officers and Board of Directors, and was established to be the best and probable CSR of the Company. The Company started incorporating its CSR in the year [YEAR] and has since been observed by the Company. Since then, the company observed that its CSR goals have provided a positive effect on the charities it has helped, at the same time, it established a positive image of the Company in the Society.

**TASKS OF THE PROJECT**

In order to continue with the success of the CSR of the Company, the Company has given different tasks to each department, which shall be assigned to different aspects of the CSR Project.

The tasks of the CSR Project are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **TASKS** | **DEADLINE** | **STATUS**  \*whether or not accomplished | **COMMENTS AND RECOMMENDATIONS** |
| **Production Department** | | | |
| Make an Inventory of Finished Goods in the Past \_\_ years | MM.DD.YY | [Accomplished  OR Not Accomplished] |  |
| Pack goods to be delivered to the charities |  |  |  |
| [SPECIFY OTHERS] |  |  |  |
| **Research and Development Department** | | | |
| Research probable charities and NGOs that can be beneficiaries of the food |  |  |  |
| Make a report to identify the registered charities and NGOs |  |  |  |
| [SPECIFY OTHERS] |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Research and Development Department** | | | |
| Purchase needed materials and supplies for packaging |  |  |  |
| Prepare the purchase order forms for the needed materials and supplies |  |  |  |
| Process the purchase order forms |  |  |  |
| [SPECIFY OTHERS] |  |  |  |
| **Research and Development Department** | | | |
| Make brochures and posters on the CSR |  |  |  |
| Update the website of the Company |  |  |  |
| Inform clients of the CSR |  |  |  |
| [SPECIFY OTHERS] |  |  |  |
| **Human Resource Management** | | | |
| Assign the tasks to each department |  |  |  |
| Ask Department Heads for needed manpower |  |  |  |
| [SPECIFY OTHERS] |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Accounting and Finance Department** | | | |
| Prepare the budget for the needed materials and supplies |  |  |  |
| Process all purchase order forms |  |  |  |
| Ensure that all expenses are reasonable |  |  |  |
| Provide a budget report prior to the CSR Implementation |  |  |  |
| Provide an Expenditure and Liquidation Report |  |  |  |
| [SPECIFY OTHERS] |  |  |  |

**METHODS USED FOR THE INVENTORIES**

The Company acknowledges that the key to the success of implementing its CSR is to create an inventory for the products to properly determine which products are to be sold and which products are to be donated to the designated charities and NGOs.

The common methods of inventory are:

1. Specific identification;
2. First-In-First-Out method (FIFO);
3. Last-In-First-Out method (LIFO); and
4. Weighted average.

The inventory method that is currently used by the Company is the First-In-First-Out method. This entails that the first products that are made are also the first ones that are sold. This way, the Company can minimize the loss and prevent spoilage of products.

As such, the FIFO method shall also be used in the CSR Project. Upon the pulling out of the products from the warehouse, the products to be donated shall be placed in a separate warehouse, which shall be inventoried using the FIFO method. Those that have the earliest expiration dates shall be donated first, and those that have the latest expiration dates shall be donated last. In this case, the inventory method would correspond to the actual outflow of the product inventory.

**PROJECT IMPLEMENTATION**

After the research study on the Corporate Social Responsibility, the planning, preparation, and pre-operation of the CSR Project itself took at least \_\_ months. The tasks were also assigned to the different departments and were processed immediately.

The Project Implementation for this year started on [SPECIFY THE DATE].

The Company held an event to formally start the Annual CSR Project. The Event was held at [SPECIFY THE LOCATION] and was attended by the Company’s Stockholders, Clients, Employees, and the representatives of each of the chosen charities and NGOs.

During the delivery of the donated goods, there had been no major issues and all the products were successfully delivered and donated to the charities and NGOs.

This CSR Project has been implemented from the given start date up to the end of the year.

After the implementation of the CSR Project, there were no spoiled or wasted stocks and supplies of the products of the Company and all the goods were delivered in good and excellent condition.

**ENCOUNTERED PROBLEMS**

The CSR Project for the Year 20\_\_ is deemed to be a success. However, in the process of preparation and planning, the Company has encountered some minor issues, which were addressed before the actual implementation of the Project.

The problems encountered by the departments, and how it was addressed, are as follows:

|  |  |
| --- | --- |
| **PRODUCTION DEPARTMENT** | |
| Problems Encountered |  |
| How Problems were Addressed |  |
| How Problems Could Be Avoided |  |
| Comments and Recommendations |  |
| **RESEARCH AND DEVELOPMENT DEPARTMENT** | |
| Problems Encountered |  |
| How Problems were Addressed |  |
| How Problems Could Be Avoided |  |
| Comments and Recommendations |  |
| **PURCHASING DEPARTMENT** | |
| Problems Encountered |  |
| How Problems were Addressed |  |
| How Problems Could Be Avoided |  |
| Comments and Recommendations |  |
| **MARKETING DEPARTMENT** | |
| Problems Encountered |  |
| How Problems were Addressed |  |
| How Problems Could Be Avoided |  |
| Comments and Recommendations |  |
| **HUMAN RESOURCE DEPARTMENT** | |
| Problems Encountered |  |
| How Problems were Addressed |  |
| How Problems Could Be Avoided |  |
| Comments and Recommendations |  |
| **ACCOUNTING AND FINANCE DEPARTMENT** | |
| Problems Encountered |  |
| How Problems were Addressed |  |
| How Problems Could Be Avoided |  |
| Comments and Recommendations |  |

**SUMMARY OF PROJECT RESULTS**

All in all, the Company believes that its Corporate Social Responsibility Project was a success and that it can be beneficial to all the parties involved. The CSR Project has helped the society, at the same time it increased the brand power of the Company.

Thus, there is a high probability that the company will retain the CSR Project will in the next year.