Annual review report template outline

The sections of a typical annual review report, marked by who fills them: automated from data, drafted for a person to edit, or adviser judgement. Adapt it to your own template.

Opening

Cover and client details	Data
Review period and meeting date	Data
Summary of the year	Draft
Objectives, and any changes	Adviser

Portfolio

Holdings by account and holder	Data
Valuations at start and end	Data
Asset allocation	Data
Fund data by ISIN or fund code	Data

Performance and money in and out

Return over the period, calculated	Data
Provider-reported figures, labelled	Data
Top-ups, withdrawals, switches	Data
Performance commentary	Draft

Costs

Product and platform charges	Data
Adviser charges	Data
Charges commentary	Draft

Advice

Attitude to risk and capacity for loss	Adviser
Suitability	Adviser
Recommendations	Adviser

Close

Actions and next steps	Adviser
Items the system could not verify	Data
Approval and sign-off	Adviser

Full guide: **roleplan.ai/guides/automate-annual-review-reports**. Want it built to your template and run for you? See **roleplan.ai/review-packs**.