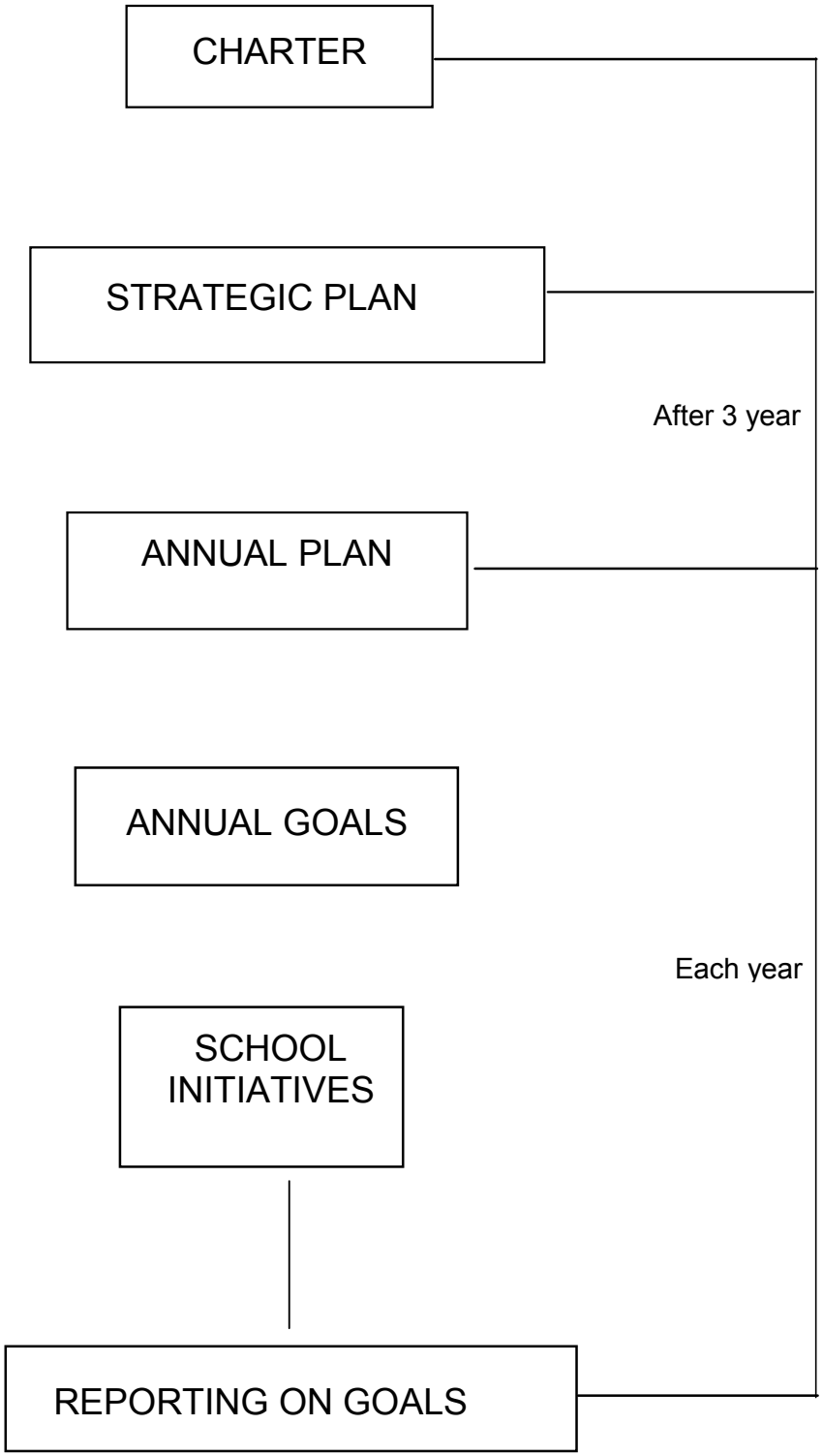ANNUAL PLANNING AND REPORTING