

## Trustees' Annual Report: Content Guidance

**How to use this guide:** This document outlines the statutory sections required for a Trustees' Annual Report. Rather than writing directly on this form, please use these headings to produce a comprehensive electronic report. This ensures compliance with the Charities SORP and Charity Commission standards.

### 1. Reference and Administration Details

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*Provide the basic identity of the charity.*

- Charity Name and any other working names.
- Registered Charity and/or Company Number.
- Principal or Registered Office Address.
- Names of all Trustees who served during the year (include dates for any who joined or left).
- Name of Bankers and key professional advisors.

### 2. Structure, Governance and Management

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#### **Governing Document**

*State the type of governing document you have (e.g. Trust Deed, Constitution, or Articles) and how the charity is established (e.g. Unincorporated Association, Company Limited by Guarantee).*

#### **Trustee Selection and Recruitment**

*Describe the methods used to recruit and appoint new trustees, including who is eligible to appoint them (e.g. the existing board or election by members at an AGM).*

### 3. Objectives and Activities

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#### **Charitable Objects**

*State the primary objects of the charity as found in your governing document.*

#### **Public Benefit Statement**

*The trustees must confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. **State how the charity's activities have delivered public benefit.***

### 4. Achievements and Performance

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#### **Summary of Main Achievements**

*Explain what the charity has actually done during the year. Highlight key successes, major projects, and how these have contributed to your charitable objects.*

## 5. Financial Review

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### Reserves Policy

*State the level of reserves held and the charity's policy for maintaining them. If reserves are significantly higher or lower than the target, explain why.*

### Going Concern Basis

*Confirm that the accounts have been prepared on a going concern basis. **Provide the rationale behind this**, stating that there are no material uncertainties about the charity's ability to continue for the foreseeable future (at least 12 months from the date of signing).*

### Funds in Deficit

*Provide details and an explanation for any individual funds that are materially in deficit.*

## 6. Plans for Future Periods

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### Future Strategy

*Summarise the charity's main plans for the upcoming year and any significant changes in direction or activities planned.*