****

**Trustees’ annual report (including Directors’ report) for the period**

**From: Period start date To: Period end date**

**Charity name:**

**Charity registration number:**

**Company number:**

**Objectives and activities**

|  |  |  |
| --- | --- | --- |
|  | SORP reference |  |
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 |  |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 |  |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 |  |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|  |  |  |
| --- | --- | --- |
|  | SORP reference |  |
| Policy on grant making | Para 1.38 |  |
| Policy on social investment including program related investment | Para 1.38 |  |
| Contribution made by volunteers | Para 1.38 |  |
| Other |  |  |

**Achievements and performance**

|  |  |  |
| --- | --- | --- |
| Summary of the main achievements of the charity, identifying the difference the charity’s work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 |  |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|  |  |  |
| --- | --- | --- |
| Achievements against objectives set | Para 1.41 |  |
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives | Para 1.41 |  |
| Other |  |  |

**Financial review**

|  |  |  |
| --- | --- | --- |
| Review of the charity’s financial position at the end of the period | Para 1.21 |  |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 |  |
| Amount of reserves held | Para 1.22 |  |
| Reasons for holding zero reserves | Para 1.22 |  |
| Details of fund materially in deficit | Para 1.24 |  |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 |  |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|  |  |  |
| --- | --- | --- |
| The charity’s principal sources of funds (including any fundraising) | Para 1.47 |  |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |  |
| A description of the principal risks facing the charity | Para 1.46 |  |
| Other |  |  |

**Structure, governance and management**

|  |  |  |
| --- | --- | --- |
| Description of charity’s trusts: |  |  |
| Type of governing document: for example, trust deed, memorandum and articles of association etc | Para 1.25 |  |
| How is the charity constituted?  for example limited company, unincorporated association, CIO | Para 1.25 |  |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 |  |
|  |  |  |

**Additional information (optional)**

You may choose to include further statements where relevant about:

|  |  |  |
| --- | --- | --- |
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 |  |
| The charity’s organisational structure and any wider network with which the charity works | Para 1.51 |  |
| Relationship with any related parties | Para 1.51 |  |
| Other |  |  |

**Reference and administrative details**

|  |  |
| --- | --- |
| Charity name |  |
| Other name the charity uses |  |
| Registered charity number |  |
| Charity’s principal address |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Names of the charity trustees who manage the charity** | | | | | |
|  | **Trustee name** | **Office (if any)** | **Dates acted if not for whole year** | **Name of person (or body) entitled to appoint trustee (if any)** | |
| 1 |  |  |  |  | |
| 2 |  |  |  |  | |
| 3 |  |  |  |  | |
| 4 |  |  |  |  | |
| 5 |  |  |  |  | |
| 6 |  |  |  |  | |
| 7 |  |  |  |  | |
| 8 |  |  |  |  | |
| 9 |  |  |  |  | |
| 10 |  |  |  |  | |
| 11 |  |  |  |  | |
| 12 |  |  |  |  | |
| 13 |  |  |  |  | |
| 14 |  |  |  |  | |
| 15 |  |  |  |  | |
| 16 |  |  |  |  | |
| 17 |  |  |  |  | |
| 18 |  |  |  |  | |
| 19 |  |  |  |  | |
| 20 |  |  |  |  | |

Corporate trustees – names of the directors at the date the report was approved

|  |  |
| --- | --- |
| **Director name** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Name of trustees holding title to property belonging to the charity

|  |  |
| --- | --- |
| **Trustee name** | **Dates acted if not for whole year** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Funds held as custodian trustees on behalf of others**

|  |  |
| --- | --- |
| Description of the assets held in this capacity |  |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity’s objects |  |
| Details of arrangements for safe custody and segregation of such assets from the charity’s own assets |  |

**Additional information (optional)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Names and addresses of advisers (optional information)** | | | | |
| **Type of adviser** | **Name** | **Address** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Name of chief executive or names of senior staff members (optional information)** | | |
|  | | |

**Exemptions from disclosure**

Reason for non-disclosure of key personnel details

|  |
| --- |
|  |

**Other optional information**

|  |
| --- |
|  |

**Declarations**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **The company has taken advantage of the small companies’ exemption in preparing the report above.**  **The trustees declare that they have approved the trustees’ report (including directors’ report) above.**  **Signedon behalf of the charity’s trustees/directors** | | | | | | | | | | |
| **Signature(s)** |  | | |  | | |
|  | | | | | | |
| **Full name(s)** |  | | |  | | |
|  | | | | | | |
| **Position (for example Secretary, Chair, etc)** | | | |  | | |  | | | |
|  | | | | | | | | | | |
| **Date** | | | |  | | |  | | | |