



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day	Month	Year		Day	Month	Year

*These are the beginning and end dates of the church's financial year.*

## Reference and administration details

**Charity name** *This is the name the church is registered under at the Charity Commission.*

**Other names charity is known by** *If your church is known by any other name as well, enter it here.*

**Registered charity number (if any)**

**Charity's principal address** *This is where the church meets for worship.*

<b>Postcode</b>	<input type="text"/>

### 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)
<i>These are the names of the persons who hold the offices that were identified as 'trustees' when the church registered as a charity e.g. elders &amp; deacons or deacons, treasurer and secretary etc.</i>			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
<i>In most cases this section will not be relevant.</i>	

## Names and addresses of advisers (Optional information)

Type of advisor	Name	Address
<i>As this is optional it may be left blank</i>		

## Name of chief executive or names of senior staff members (Optional information)

*As this is optional it may be left blank*

## Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	<i>The church's governing document is the constitution that was submitted to the Charity Commission when the church became a registered charity.</i>
How the charity is constituted (eg. trust, association, company)	<i>In most cases churches will be constituted as Associations.</i>
Trustee selection methods (eg. appointed by, elected by)	<i>Since trustees (i.e. elders, deacons etc.) are appointed by the church meeting, you could simply state: "Appointed at the church members' meeting."</i>

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- Policies and procedures adopted for the induction and training of trustees.
- The charity's organisational structure and any wider network with which the charity works.
- Relationship with any related parties.
- Trustees' consideration of major risks and the system and procedures to manage them.

*As this is optional it may be left blank*

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

*This is an exact copy of the church's objectives, taken from the church constitution.*

**Summary of the main activities in relation to these objects**

*This requires an explanation of how the church fulfils the above-mentioned objectives. For instance, services of worship, children's clubs, Mums & Tots groups, evangelistic outreach, etc.*

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- Policy on grantmaking
- Policy programme related investment
- Contribution made by Volunteers

*As this is optional it may be left blank*

**Achievements and performance**

**Summary of the main achievements of the charity during the year**

*The purpose of this section is to give the reader an understanding of what the church has accomplished during the year.*

*You could begin by saying, "Owing to the spiritual nature of the church's objectives it is difficult to quantify achievements; however we have in the past year undertaken the following ..."*

*You could include statistical information about the number of members, homes contacted in the area through outreach, the customary turnout at youth club meetings, Mums & Tots attendance etc.*

## Financial review

### Brief statement of the charity's policy on reserves

*If the church is holding money on deposit, you need to explain why. Your policy might be that the church holds the sum of £xxxx to cover anticipated repairs to the chapel and unforeseen expenses. The level of reserves does not matter, or why they are being held, so long as the amount and the reasons can be justified.*

### Details of any funds materially in deficit

*A church should not have funds that are in deficit, and so this section will not normally apply.*

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- The charity's principal sources of funds (including any fundraising).
- How expenditure has supported the key objectives of the charity.
- Investment policy and objectives including any ethical investment policy adopted.

*As this is optional it may be left blank.*

## Other optional information

*As this is optional it may be left blank but it may be necessary to utilise it for your statement on the provision of public benefit.*

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg secretary, chair, etc)

Date