

TRUSTEES' ANNUAL REPORT

Once your church has become a registered charity it is a legal requirement that the trustees (normally the elders and deacons) produce a Trustees' Annual Report and submit it to the Charity Commission together with your annual accounts.

The Charity Commission have produced a template for the Trustees' Annual Report and we have produced some guidance notes that sit alongside the template, together with a sample report. [Click here](#), [here](#) and [here](#) for copies of these documents. It is not necessary for you to use the template. You can produce the report in any format you wish, so long as you provide all the information that is required.

For churches whose financial years start on or after 1st April 2008, it is a requirement that you include a statement confirming that you have considered the guidance produced by the Charity Commission on the provision of public benefit and stating how your church has provided a benefit to the public during the year. [Click here](#) for a copy of the guidance. As space is not provided on the current template it will be necessary to utilise an "optional" box to provide the information if you intend to use the template.

A sample statement on the provision of public benefit is given below:

PUBLIC BENEFIT

"The trustees have considered the guidance produced by the Charity Commission on the provision of public benefit and they confirm that public benefit has been provided by...."

You may select any of the suggestions given below and may add to them where applicable to your circumstances.

- Providing regular public worship open to all
- Providing sacred space for personal prayer and contemplation
- Conducting pastoral work including visiting the sick and the bereaved
- Teaching Christianity through sermons, courses and small groups
- Taking religious assemblies in schools
- Providing a youth club with a Christian ethos
- Promoting the whole mission of the church through activities for senior citizens, parents and toddlers and other special needs groups
- Supporting other charities in the UK and overseas

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