

## TRUSTEES ANNUAL REPORT FRSSE (SORP)

### Notes and Guidance

- This form is to give guidance on what to include in a Trustees Annual Report.
- This is the information that we think we all know, but not everyone does.
- A good Trustees Annual Report is a Mission and Communication tool which tells people everything about the Charity.
- There is some standard wording which applies to all PCCs in Sections B and C which you may use.
- Once you create your Trustees Annual Report most of the information can be simply updated year on year.
- You may prefer to create your own Trustees Annual Report but all of these Sections need to be included in the Report.
- If you do not wish to create your own Trustees Annual Report you may complete this form and attach it to a copy of your Annual Accounts and Financial Statements.

Section A	Reference and Administration Details
Section B	Structure, governance and Management
Section C	Objectives and Activities
Section D	Achievements and Performances
Section E	Financial Review
Section F	Optional information
Section G	Trustee Declaration

Trustees' Annual Report for the period							
	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
<b>From</b>	<b>01</b>	<b>01</b>	<b>20</b>	<b>To</b>	<b>31</b>	<b>12</b>	<b>20</b>

**Section A Reference and administration details**

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address  
(eg. Address of the church or church office)

Postcode

**Names of the charity trustees – Members of the PCC - who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year
1			
2			
3			
4			
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**Name of Chairman of the PCC (Optional information)**

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Parochial Church Council Powers Measure (1956) as amended, and Church Representation Rules that came into effect on 2 January 1957.
How the charity is constituted (eg. trust, association, company)	Church Representation Rules 2 January 1957
Trustee selection methods (eg. appointed by, elected by)	Elected

### Public Benefit Statement (Mandatory information)

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The trustees of the Charity are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity. The trustees believe that, by promoting the work of the Church of England in the Ecclesiastical Parish of **xxxxxxx** it helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, within the Ecclesiastical Parish, and that in doing so it provides a benefit to the public by:

- Providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers; and
- Promoting Christian values and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.

### 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;  
(Put your Risk Assessment Policy here)

## Section C

## Objectives and activities

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

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at xxxxxxxxx. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament

### 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;

## Section D

## Achievements and performance

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

## Section D

## Achievements and performance (contd.)

Summary of the main objectives of the charity planned in the following year

## Section E

## Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

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.

**Section F Other optional information**

Acknowledge any large Grants or donation in this Section.

Acknowledging a large Grant in your TAR may be a condition of acceptance

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**Section G Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>		
<b>Position</b> (eg Secretary, Chair, etc)		
<b>Date</b> (eg. Date of the APCM)		