

## Information required for your annual report

This is for Charities not subject to full Audit

This information is required in order for you to comply with reporting requirements under the Charities Act. Please write your responses exactly as you want them to appear in your accounts.. Once completed, save it and email it back to us. This is your chance to tell people what you do. Feel free to write as much as you like and we will put this into the report and accounts.

Group's full name:
Other names by which you are known:
The main contact address for the organisation:
Your charity registration number: And (if applicable) Your company registration number:

### Names of all current trustees, (directors)

Name	Start date if not serving since the start of this accounting period dd/mm/yy	Office held (if applicable)

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Names of other trustees, (directors) who have served during the period covered by the accounts but are not currently serving. (Continue on a separate sheet if necessary)

Name	Date of resignation/departure dd/mm/yy

**The names, job titles and remuneration & benefits paid to your senior management staff**

**The methods adopted for the recruitment and appointment of new trustees** (How are your trustees appointed?):

### **Objectives and activities**

What are your main activities? (the things you do in order to achieve the objectives)

How do these activities benefit the public?

Please confirm that you have considered the charity Commission's guidance on 'public benefit'.  
[Click here](#) for a link to this guidance.

### **Summary of the main achievements during the period**

What did you actually do? (You could add some statistics if you like, and give more detail of your activities):

### **Financial review**

**Please comment on your financial position at the end of the reporting period** (You might for example, refer to the surplus or deficit you've made, or the movement in the fund balances. Are you happy? – the choice is yours. )

**What is your policy on reserves?** (Your policy should include: why you need reserves, the target level, your current position, your plans to increase or use your reserves and how often you review this policy. If you do not need reserves you should explain the reason.)

**What financial risks do you face?**

**If any of your funds are in deficit, what are you planning to do about it?**

**Detailed information if you hold funds for 3rd parties** (other groups or individuals): names and their main objects, a description of the assets held, opening balances/ in/ out/ closing balances

## **Funds**

**If your accounts include any designated or restricted funds, the notes to the accounts need to include a short explanation of the purpose and of each fund.**

For example:

Name of fund: *"The vehicle replacement fund"*

Purpose: *"To build up sufficient funds to replace vehicles on a 5 year schedule"*

**For each fund you hold, please give the details:**

## **Additional information**

**This is a chance to add any other information to your report.**

For example: if you give grants, what is your policy? Do you want to say anything about your funders or supporters?