**Diocese of Sheffield**

**Trustees Annual Report – Tick List**

Statutory requirements require that if your church’s gross annual turnover is greater or equal to £25,000 a Trustee Annual Report must be prepared at the end of the financial year.

**About the Trustee Annual Report**

* Joint responsibility of the PCC (Parochial Church Council)
* Puts financial statements into perspective and relates them to the wider life of the church
* Reviews past year and links financial plans for the future
* To be received by APCM (Annual Parochial Church Meeting) to discuss
* Independent Examiner needs to see at least a draft of the report as part of the scrutiny of the financial accounts
* The PCC must pass the Trustees Annual Report as part of their scrutiny of the accounts. This must be done before the APCM and dated and signed by the chair of the PCC meeting
* The report should be attached to the year-end set of financial accounts for distribution within the church and to be made available to the public.

Key points must be covered in the Trustees Annual Report in the order shown in the tick list below. For further information please refer to [Chapter 3 | The Church of England](https://www.churchofengland.org/resources/clergy-resources/pcc-accountability-guide/chapter-3)

An example of a completed Trustees Annual Report can be found here [Microsoft Word - Final TAR.doc (parishresources.org.uk)](https://www.parishresources.org.uk/wp-content/uploads/tar.pdf)

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| **Key points to cover** | **Y/N/NA** | **Notes** |
| Objectives and Activities |  |  |
| Achievements and Performance |  |  |
| Financial Review including reserves policy |  |  |
| Structure, Governance and Management including the church’s administrative information |  |  |
| Funds held as custodian trustees on behalf of others |  |  |
| Plans for future periods |  |  |
| Declaration  The trustees must declare that they have approved the trustees’ report.  One or two trustees must give their:  Signature(s); Full Name; Position eg Secretary, Chair etc; Date. |  |  |