**Diocese of Sheffield** 

**Trustees Annual Report – Checklist**

Statutory requirements require that your church provides a Trustee Annual Report at the end of every 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   * The purpose of the church showing public benefit. A summary will suffice.   The church's governing document or constitution states the church's prime purpose. As identified in the financial accounts, the church's activities, projects and services are the supporting evidence required to show that your church is working towards its prime purpose.   * The policy on grant-making, social investment, and volunteer contribution if applicable. |  |  |
| Achievements and Performance   * A summary of the main achievements. The achievements must identify the difference the church work has made to the circumstances of its beneficiaries and society * The main achievements against the objectives set for the financial year * The performance of fundraising activities against the goals set for the financial year * The church's investment performance against any goals set for the financial year. |  |  |
| Financial Review including reserves policy   * A review of the financial position at the Year End * The PCC’s policy for holding reserves, why they are held and the amount held * The reasons for having zero reserves * Details of funds materially in deficit * An explanation of any uncertainties about the charity continuing as an ongoing concern. |  |  |
| Structure, Governance and Management including the church’s administrative information   * The type of governing document * How is the charity constituted? * The trustee selection methods to include details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees * The church’s Administrative Information:   + The Church’s Name and location   + The Registered Charity Number, if applicable   + The charity's Principal Address   + Names of the PCC trustees who manage the charity, including office (if any), dates acted if not for the whole year, name of person or body who appoints trustees   + Provide names and addresses of bankers, legal and advisers to the PCC, and the Independent Examiner or Auditor. |  |  |
| Funds held as custodian trustees on behalf of others   * A description of the assets held in this capacity * The name and objects of the charity on whose behalf the assets are held and how these falls within the custodian charity’s object * The details of arrangements for safe custody and segregation of such assets from the charity's assets. |  |  |
| Plans for future periods   * To state the PCC strategies for the future, including key objectives and activities planned to support them. |  |  |
| Declaration   * The trustees must declare that they have approved the trustees’ report.   One or two trustees must give their:   * + Signature(s)   + Full Name   + Position e.g. Secretary, Chair etc   + Date. |  |  |