

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
<i>In most cases this section will not be relevant.</i>	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
<i>As this is optional it may be left blank.</i>		

Name of chief executive or names of senior staff members (Optional information)

<i>As this is optional it may be left blank.</i>
--

Structure, governance and management

Description of the charity’s trusts

Type of governing document (eg. trust deed, constitution)	<i>The church’s governing document is the constitution that was submitted to the Charity Commission when the church became a registered charity.</i>
How the charity is constituted (eg. trust, association, company)	<i>In most cases churches will be constituted as Associations.</i>
Trustee selection methods (eg. appointed by, elected by)	<i>Since trustees (i.e. elders, deacons etc.) are appointed by the church meeting, you could simply state: ‘Appointed at the church member’s meeting.’</i>

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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 	<i>As this is optional it may be left blank.</i>
--	--

Objectives and activities

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

This is an exact copy of the church's objectives, taken from the church constitution.

Summary of the main activities undertaken for the public benefit in relation to these objects

This requires an explanation of how the church fulfils the above-mentioned objectives. For instance, services of worship, children's clubs, Mums & Tots groups, evangelistic outreach, etc. A statement should also be made that the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

As this is optional it may be left blank.

You **may choose** to include further statements, where relevant, about:

- Policy on grantmaking
- Policy programme related investment
- Contribution made by Volunteers

Achievements and performance

Summary of the main achievements of the charity during the year

The purpose of this section is to give the reader an understanding of what the church has accomplished during the year.

You could begin by saying, 'Owing to the spiritual nature of the church's objectives it is difficult to quantify achievements; however we have in the past year undertaken the following...'

You could then include statistical information about the number of members, homes contacted in the area through outreach, the average turnout at youth club meetings, Mums & Tots attendance etc.

Financial review

Brief statement of the charity's policy on reserves

If the church is holding money on deposit, you need to explain why. Your policy might be that the church holds the sum of £xxx to cover anticipated repairs to the chapel and other unforeseen expenses. The level of reserves does not matter, so long as the amount and the reasoning can be adequately explained.

Details of any funds materially in deficit

A church should not have funds that are in deficit, and so this section will not normally apply.

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

As this is optional it may be left blank.

Other optional information

As this is optional it may be left blank but it may be necessary to utilise it for your statement on the provision of public benefit.

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		