

**Charity Name**

**Trustees’ Annual Report**

Period From to Period End

**Charity contact information**



Your charity’s name

Scottish Charity Number: SC0XXXXX

Address

Postcode

Telephone number

Email address

Website

Twitter / Facebook / Social Media profile name

**Charity Trustees**

Name all of your charity trustees for the period, and the date they left if they were not in post for the whole year

1. Charity Trustee
2. Charity Trustee
3. Charity Trustee
4. Charity Trustee
5. Charity Trustee
6. Charity Trustee
7. Charity Trustee

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**Objectives and activities**

Insert some text here about why your charity was set up. This should reflect the purposes of the charity as set out in the governing document.

Let the reader know…

* What its aims (purposes) are
* What you do
* Who you help

Include a summary of the charity’s main activities in relation to the purposes – that is, what the charity does to achieve its purposes

This introduction can be the charity trustees’ space to give their perspective on the charity’s work throughout the year.

You may also want to include more images of your charity’s work on this page.

**Structure, governance and management**

Type of governing document

Insert text here explaining what kind of governing document you have. A charity's governing document is the written statement that sets out its purpose, structure and describes how it will operate. The trustees must make sure that the charity complies with its governing document. The name given to your charity's governing document will depend on its legal form, for example a constitution or Trust deed.

Trustee recruitment and appointment

Insert text here explaining any trustee recruitment that has happened in the year. Outline the recruitment process and whether any external organisations are allowed to appoint charity trustees.

Having a diverse board can help to make your charity more effective. The right mix of skills and experience will boost your charity’s ability to meet its aims.

**Achievements and performance**

In here, include a summary of the main achievements of the charity during the financial period.

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Let the reader know…

* What activities have been carried out to achieve the aims
* What are the biggest successes
* What differences the charity has made in terms of outcomes and impact
* Tell them about your volunteers and their achievements

**Financial review**

Statement of the charity’s policy on reserves

In this section let the reader know the policy you have for holding reserves. This should say what levels of reserves you want to hold and why. You should then compare the level you actually hold with the desired level and explain any differences.

Details of any deficit

Where there is a deficit on any fund you should explain why this has happened and the steps the charity trustees are taking to correct it.

Donated facilities and services

If you have any donated facilities and services, insert the details of them in here.

**Future plans**

Let everyone know what you have got planned for the next year.

**Additional information**

Got something else to say? Here is your chance!

**Declaration**

Signed on behalf of the charity trustees:

Print name

Designation

Date