

5 tips for your Trustees' Annual Report

Your Trustees' Annual Report is your chance to show off your charity and the impact it has.

1 | Take control

The charity trustees own the report.

Make sure you are in control of what the report says and how it looks.



3 | Use the opportunity to speak to people

Trustees' Annual Reports are one of the ways charities can interact with the public.

Use the report to explain to people what you are doing and how they could help.



5 | Don't forget the legal bits

All charities have to include certain information in the Trustees' Annual Report.

What you need to include depends on the type of accounts you produce.



4 | Be creative

Don't get bogged down in lots of text and jargon.

Use pictures, charts, photo's and videos to explain what you have done and the difference you have made.