

# Ryedale Voluntary Action

# Good Practice Guide

## Trustees Annual Report

### Suggestions for Topics and Content

The following categories are a useful way of meeting the Charity Commission guidelines on the trustees annual report subject matter.

This not a definitive list but more of a review of the important topics that they think each charity should report on.

### Legal and Administration Details

Include the address of Charity, contact details, a list of trustees that served during the year, and details of the appointed Bankers & Independent Examiner.

### Structure, Governance and Management

Provide references to the constitution, trust documents, policies, risk assessments and management issues that have arisen.

### Objectives and Activities

State the aims and objectives of the Charity. Highlight the activities of the Charity with particular reference to their public benefit.

This must clearly be shown as both an identifiable benefit (such as child care) and that it is open to all sections of the public (no groups are being excluded).

To expand on this, a Charity can specify that they for example, ONLY offer services to children with a disability, or ONLY to older people within a specific geographical area.

### Achievements and Effectiveness

Include what has been achieved this year and since the organisation began. How effective has the Charity been in terms of output numbers, running costs, fundraising events etc.

### Financial Review of Year

Give an appraisal of the Accounts for the Year and explanations of any variances that have occurred (in terms of additional/lower income, cost changes and differences against budget expectations). Also mention the Cash Reserves policy of the Charity and has it been met.

### Plans for the Future

What plans has the Charity made for the forthcoming year and perhaps even highlight it's more long term objectives. Review any foreseeable changes that have appeared during this year.

The above guidelines should not only help the trustees comply with the Charity Commission reporting requirements but also aid fundraising by showing the key aspects of the charity to all interested parties that would wish to deal with the organisation. It should be borne in mind that your annual report is a public document that can be viewed online on the Charity Commission website.