

ABC Charity

Year Ended 31 March 2009

Trustees' Annual Report

The trustees present their report and the audited financial statements for the year ended 31 March 2009.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in March 2005).

Structure, Governance and Management

- Legal status, date of incorporation and date of charity registration
- Details of governing document (i.e. memorandum & articles of association, trust deed, etc)
- Method of recruiting and appointing new trustees
- Procedures for trustee induction
- Organisational structure and how decisions are made (e.g. board of trustees, CEO, senior management team, special committees, etc)
- Related parties (e.g. subsidiaries, or charities controlled by the same trustees)
- Risk statement

Objectives and Activities

- Charity's objects (as in governing document)
- Charity's aims and intended impact
- Description of how the charity meets the "Public Benefit" criteria
- Main objectives for the year
- Strategies for achieving those objectives
- Details of significant activities (projects, programmes, services, etc)
- Grant-making policy (if applicable)
- Details of use of volunteers (e.g. how many volunteers/volunteer hours, what do they do, etc)

Achievements and Performance

- Review of activities undertaken, measuring performance against objectives
- Details of significant fundraising activities (comparing actual performance to objectives)
- Details of investments held (if applicable) and their performance against targets
- Details of any other significant factors affecting performance of the charity

Financial Review

- Reserves policy
- Main sources of funding
- How expenditure has supported charitable objectives
- Investment policy and objectives (if applicable)

Plans for the Future

- Aims, objectives and plans for the future

Funds Held as Custodian Trustee on Behalf of Others

[Only applicable if the charity holds funds/assets on behalf of other charities]

Statement of Responsibilities of the Trustees

Trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the net income or expenditure, of the charitable company for the year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees confirm that to the best of their knowledge there is no information relevant to the audit of which the auditors are unaware. The trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant audit information and that this information has been communicated to the auditors.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2009 was ? (2008 - ?). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Auditors

Godfrey Wilson Ltd were appointed as the charitable company's auditors during the year and have expressed their willingness to act in that capacity.

Approved by the trustees on (date) and signed on their behalf by

[Name & Date]

NB: sections highlighted in GREY are standard, compulsory wording