



## How to prepare great annual reports?

Link to SORP Guidance: [http://www.charitycorp.org/media/619101/frs102\\_complete.pdf](http://www.charitycorp.org/media/619101/frs102_complete.pdf)

Template for an annual report for a small non company: <https://www.gov.uk/government/publications/trustees-annual-report-template>

<b>Legal Form</b>	<b>Non company</b>	<b>CIO, incorporated or non company with income and assets greater than those for simple reporting</b>
<b>Income</b>	<b>&lt; £500,000</b>	<b>&gt; £500,000</b>
<b>Asset value</b>	<b>&lt; £3.26 million</b>	
Charity name, principal address and registration number	X	X
Trustee names	X	X
Charity structure and details of how it is managed (including trustee recruitment)	X	X
Objectives and activities in the year	X	X
Achievements and performance	X	X
Public benefit reporting	X	X
Financial review	X	X
Reserves policy, performance against this and if outside policy steps to be taken to get back to policy	X	X
Investment policy, performance against this	X	X
Details of any funds held as a custodian trustee (if applicable)	X	X
Grant making (if forms part of main charitable activities)	X	X
Principal risk and how these are being addressed		X
Future Plans		X

www.beyondprofituk.co.uk

@beyond\_profituk