

# INFORMATION SHEET 3.3



## PREPARING YOUR ANNUAL REPORT

The Charities Act 2011 requires all registered charities to prepare a Trustees' Annual Report (TAR).

Charities with gross income over £25,000 in the accounting year must file their TAR with the Charity Commission. It will be available to everyone who wants to know more about your charity. The length of the report and the amount of detail included in it can be in proportion to the charity's size so, for small charities, it can be a very simple report.

There is some information that all charities are required to include in their TARs. See below for our guide. If you want to include other information about your charity's activities over and above the legal requirements then feel free to do so - it can be an excellent way to showcase the work you already do.

### WHO YOU ARE

In this section describe what your group does include vision/mission statement. List your aims and objectives, the things you do.

### UPDATE FROM CHAIRPERSON

This is an overview from the Chair, giving their perspective of work carried out over the past twelve months. Briefly outline what the annual report will cover and thank any key funders. If you have officers on the committee you may also want to include updates from these for example, membership secretary or a social secretary/fundraising secretary.

### ACTIVITIES IN THE PAST YEAR

List your key activities and achievements for example, activities delivered, people supported and the amount of funds raised. Include any photographs of activities and quotes from beneficiaries, case studies are an excellent to showcase how your activities benefit people. If you have different areas of work give an update on each of these.

### FUTURE PLANS

Outline what you want to do in the next 12 months.

### ACCOUNTS

Include a one page summary of your Accounts.

### MANAGEMENT COMMITTEE MEMBERS

List all management committee members involved in the year in question.

### RECOGNISE OTHERS

Take time to thanks funders or donors. If any other organisation has helped you in other ways take the time to thank them also.

For more information, template annual reports and guidance about the requirement to report on your charity's public benefit visit: [www.gov.uk/prepare-a-charity-trustees-annual-report](http://www.gov.uk/prepare-a-charity-trustees-annual-report)

North Tyneside VODA, Spirit of North Tyneside Wing, 2nd Floor,  
Wallsend Customer First Centre, 16 The Forum, Wallsend, NE28 8JR  
Tel 0191 643 2626, [www.voda.org.uk](http://www.voda.org.uk), Charity number 1075060