

# Trustees' Annual Report (Accompanying Accruals Accounts)

**Section 1**

**Legal and Administrative Information**

Charity name

Any other name the charity is known by

Charity Commission registered number

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For the financial year beginning on

D	D	M	M	Y	Y
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For the financial year ending on

D	D	M	M	Y	Y
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Charity's principal address

If including the charity's address might put any person whose name is required to be given in this report in personal danger, please contact the Dispensations Officer at the Charity Commission. We can give permission for the address not to be disclosed here.

Postcode							

Description of the charity's trusts

This should include:

- details, including date if known, of the charity's governing document (eg trust deed, will, constitution etc); and
- a brief explanation of the charity's objects.

Where applicable, you **may choose** to give details of any specific investment powers of the charity.

Governing document

Objects of the charity

Specific investment powers

Please provide additional information on a separate sheet where necessary

**Section 1**

**Legal and Administrative Information (continued)**

Professional advisers You **may choose** to provide the names and addresses of any advisers regularly used by the charity, eg bankers, solicitors and investment advisers.


**Section 2**

**Trustees and Governance**

Names of trustees (including the directors of corporate trustees)

- The names of all charity trustees should be given in column (a) below. "Charity trustees" are the persons responsible for the management of the charity. Include the names of the charity trustees at the date of the report and of anyone else who acted as a charity trustee during the period covered by this report. You **may choose** to add the title of any office held (eg Chair, Treasurer, Secretary, etc) after the name.
- If any of the named charity trustees acted only for part of the period covered by the report or were appointed or resigned after the period end, the dates during which they acted as charity trustee should be given in column (b) below.
- If a body corporate is the charity trustee, or is one of the charity trustees at the date of this report, the names of the "directors" of the body corporate should be given in column (c) below.
- The name of any person or body entitled to appoint one or more new charity trustees should be given in column (d) below (eg the charity trustees themselves, the members of the charity, the settlor or founder of the charity etc).
- The maximum number of charity trustees that must be named is 50. If there are more than 50 charity trustees at the date of this report, only the names of 50 need be given, but include the trustees who are officers (Chair, Secretary, Treasurer, etc). An additional sheet may be appended to Section 2 is necessary.
- If including a particular name might put the person concerned in personal danger, please contact the Dispensation Officer at the Charity Commission who can give permission for the name(s) not to be disclosed.

Name of Trustee (details of any office held may be added after the name)	Dates during which the named trustees acted if not for whole period of this report	Names of directors of any corporate charity trustee at the date of this report	Name of person (or body) entitled to appoint any charity trustee
(a)	(b)	(c)	(d)

Please provide additional information on a separate sheet where necessary

**Section 2****Trustees and Governance (continued)**

Trustee selection method

Please explain briefly how trustees are elected or appointed.

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Names of the charity's custodian trustees

Please give the name of any person who is a "trustee for the charity" at the date of the report, or at any time during the period covered by this report. "Trustee for the charity" means someone who holds the title to property belonging to the charity, without having any management responsibilities (for example a custodian trustee or other nominee).

Name	Dates acted if not for whole period of this report

**Section 3****Activities and Achievements**

Charity's activities and achievements during the year

Explain here about what the charity is trying to do and how it is going about it. You **are only required** to provide a brief summary of the main activities and achievements of the charity during the year in relation to its objects.

Where applicable, you **may choose** to include comments about:

- the charity's organisational structure;
- any significant changes, development and future plans;
- any related parties, charities or other organisations with which the charity co-operates in its work;
- the contribution of volunteers;
- the effectiveness of any fund-raising activities; and
- any funds in deficit, the reasons and any action being taken.

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Please provide additional information on a separate sheet where necessary

## Section 4

## Policies

Charity trustees should give in their report a description of the policies that they have adopted:

- for the selection of investments for the charity;
- for determining the level of income reserves held, stating and explaining the level of reserves held; and
- where grants are made by the charity, for the selection of individuals and institutions who are to receive grants out of the assets of the charity.

In addition you **may choose** to:

- confirm that the trustee body has undertaken a review of the major risks to which the charity is exposed, and that systems designed to mitigate those risks have been considered; and
- where the charity has a policy for the selection of investments, to comment on the investment performance achieved.

Reserves policy

Grant-making policy

Investments selection policy

Review of major risks

## Section 5

## Signature and Declaration

**Declaration** I declare, in my capacity of charity trustee, that:

- **the trustees have approved the report above; and**
- **have authorised me to sign it on their behalf.**

Signature

Full name

Position (eg Secretary, Chair, etc)

Date

D	D	M	M	Y	Y
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Please provide additional information on a separate sheet where necessary

Continuation sheet – additional charity trustees

Charity name **The Society of Recorder Players**

Registered charity number 

	2	8	2	7	5	1
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For the financial year beginning on 

0	1	0	9	0	3
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For the financial year ending on 

3	1	0	8	0	4
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Names of additional charity trustees

Name of trustee (details of any office held may ne added after the name)	Dates during which the named trustees acted if not for whole period of this report	Names of directors of any corporate charity trustee at the date of this report	Name of person (or body) entitled to appoint any charity trustee
(a)	(b)	(c)	(d)
Moira Usher <i>Training co-ord.</i>	From 18/04/2004		Annual Conference
Alyson Lewin <i>Musical Adviser</i>	Until 18/04/2004		Rotation
Colin Martin <i>Musical Adviser</i>	Until 24/05/2005		Rotation
Andrew Collis <i>MA &amp; Ch, WBF</i>			Rotation & Ann.Conf.
Helen Hooker <i>Musical Adviser</i>	From 18/04/2004		Rotation
Colin Touchin <i>Musical Adviser</i>	From 24/05/2005		Rotation
Hilary Oliver	Until 18/04/2004		Annual Conference
David Beare <i>NYRO manager</i>	Until 31/10/2004		Annual Conference
Norma Herdson	Until 31/10/2004		Annual Conference
Peter Sturgeon	Until 24/05/2005		Annual Conference
Ursula Burchette			Annual Conference
David Scruby			Annual Conference
Sandra Foxall	From 18/04/2004		Annual Conference
Beryl Craven	From 24/05/2005		Annual Conference
Helen Jones	From 24/05/2005		Annual Conference
Richard Pyper	From 24/05/2005		Annual Conference