

Appendix 1: Tier 1 Charity Trustees' report disclosures.

January 2026

This checklist is specifically designed for Tier 1 charities whose gross income does not exceed £500,000 (€500,000). It outlines the essential reporting requirements set out for the Trustees Report, as introduced in the new Statement of Recommended Practice for charities (SORP 2026). These requirements are applicable for accounting periods commencing on or after 1 January 2026.

The checklist is organised into three distinct categories to clarify the expectations for reporting:

- **Must be included:** These are mandatory disclosures that charities are required to present in their Trustees Report.
- **Should be included:** These items are strongly recommended for inclusion to enhance transparency and provide additional useful information.
- **May be included:** These are optional elements that charities can choose to include if relevant to their operations and beneficial to stakeholders.

Ref.	Requirement	Included Yes/No/N/A	Comment
Objectives and activities – must:			
1.19	Include a summary of the purposes of the Charity as set out in its governing document.		
1.19	Include a summary of the main activities undertaken in relation to those purposes.		
1.20	Explain the main activities undertaken to further the charity's purpose for the public benefit.		
1.20	Include a statement confirming whether the trustees have had regard to the Charity Commission's guidance on public benefit.		
1.21	Include an explanation to help the user to understand the scale and nature of the activities undertaken by different volunteer roles and input from volunteers.		

Ref.	Requirement	Included Yes/No/N/A	Comment
Objectives and activities – should include:			
1.22	An explanation of the activities, projects or services identified in the accompanying accounts (i.e, SOFA and Notes to the accounts).		
Achievements and performance – must include:			
	A summary of the main achievements of the charity considering:		
1.27	<ul style="list-style-type: none"> ▪ how has the charity’s work made a difference to the circumstances of its beneficiaries; and ▪ if the charity’s work provided any wider benefits to society as a whole. 		
Financial review – must:			
1.34	Include a review of the charity's financial position at the end of the reporting period. All financial details used in the report must be consistent with the figures in the accounts.		
1.35	Identify any materially deficit fund or subsidiary undertaking if applicable and provide an explanation regarding the circumstances resulting in the deficit and the steps being taken to eliminate the deficit.		
1.37	Explain any policy it has for holding reserves (that part of a charity's unrestricted funds that is freely available to spend on its charitable purposes), state the amount of those reserves and why they are held.		
1.38	Ensure that the figure for reserves is consistent with the accounts.		
1.39	Include a comparison between the amount of reserves at the end of the reporting period with the charity's reserves policy.		
1.39	Include, where applicable, an explanation of the steps the charity is taking to bring the amount of reserves it holds in line with the policy.		

Ref.	Requirement	Included Yes/No/N/A	Comment
1.40	Include a review of the reserves that identifies and explains any material amounts that have been designated or committed at the end of the reporting period.		
1.40	Include a review of the reserves that indicates the likely timing of the expenditure of any material amounts designated or committed at the end of the reporting period.		
1.41	Explain, where a charity has no reserves (or negative net assets on the balance sheet), why it is still operating as a going concern is necessary.		
1.42	Explain, if, at the date of the report and accounts approval there are material uncertainties about the charity's ability to continue as a going concern, the nature of these uncertainties.		

Plans for future periods - must include:

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| 1.47 | A summary of the charity's plans for the future being sure to consider its reserves and going concern assessment. | | |
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Structure, governance and management - must:

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| 1.50 | State the nature of the governing documents (i.e., trust deed, memorandum and articles of association, Charity Commission scheme, Royal Charter, etc). | | |
| 1.50 | Explain how the charity is constituted (i.e., limited company, unincorporated association, trustees incorporated as a body, charitable incorporated organisation, community benefit society, industrial and provident or friendly society, etc). | | |
| 1.50 | Explain the methods used to recruit and appoint new charity trustees, including details of any constitutional provisions for appointment (i.e., election to post). | | |

Structure, governance and management - should include:

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| 1.50 | Where any other person or extended body is entitled to appoint one or more of the charity trustees, it should explain this and give the name of that person/body. | | |
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Ref.	Requirement	Included Yes/No/N/A	Comment
Structure, governance and management – may:			
1.51	Withhold certain governance and management details where the criteria for exemption from disclosure are satisfied.		
Reference and administration details – must include:			
1.55	The name of the charity (i.e., the name by which it is registered).		
1.55	Any other name that the charity uses.		
1.55	The charity registration number for the jurisdiction in which it is registered as a charity (if applicable, its company registration number).		
1.55	The address of the principal office of the charity or an address where the charity can be contacted. (A charitable company must provide the address of its registered office).		
1.55	The name of all those who were the charity's trustees on the date the report was approved, or who served as a trustee in the reporting period.		
1.55	Where a charity has any corporate trustees, the names of the directors of the body corporate on that date the report was approved.		
1.55	The name(s) of any trustee for the charity who is holding the title to property belonging to the charity on the date the report was approved.		
1.55	The name(s) of any trustee for the charity who served in the reporting period holding the title to property belonging to the charity.		
Reference and administration details – may:			
1.56	Withhold certain reference and administration details where the criteria for exemption from disclosure are satisfied.		

Ref.	Requirement	Included Yes/No/N/A	Comment
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Sustainability – may:

1.60 Explain in the report how the charity is responding to and managing environmental, governance and social matters, considering the needs of stakeholders when reporting in this area.

Other

Funds held as an agent or holding trustee – must be disclosed in the trustees’ report or as a note to the accounts:

A description of the assets, classes of assets or categories of assets which they hold in this capacity.

19.14 The name and objects of the charity (or charities) on whose behalf the assets are held and how this activity falls within the holding charity’s objects.

Details of the arrangements for safe custody and segregation of such assets from the charity’s own assets

