Annual Report and Accounts: Checklist of points

This checklist is to help those sending Reports and Accounts to the Recording Clerk's Office or to the Charity Commission.

The completed form is for your records – it does not need to be submitted.

Name of Area Meeting	
Person submitting Report & Accounts	
Financial year to which the accounts refer	
Date of submission	

	YES or NO
Is there an annual report?	
Is this signed by an appropriate person?	
Are the officers of the meeting listed (Clerks and Treasurer)?	
Is there a list of AM trustees who have served during the year (with dates if they have only served for part of the year)?	
Are banking details provided? (e.g. name and address of bank(s))	
Is there a signed report by an auditor or independent examiner?	
Is there a Statement of Financial Activities for the relevant year?	
Does this contain comparative figures for the previous year?	
Is there a Balance Sheet dated on the last day of the year?	
Does this contain comparative figures for the previous year?	
For a meeting, does the financial statement contain information about all the parts you would expect to find (e.g. for an Area Meeting, is there information about local meetings as well as the funds that the AM administers centrally)?	
Are the accounts consolidated (a table with columns showing all unrestricted, restricted and endowment funds added together, including those of local meetings)?	
Is there a record of the property owned by the meeting, with some indication of its value (e.g. a market valuation or an insurance valuation)?	

Comments