

Charity Trustees' Report Disclosures Checklist (SORP 2026) – Tier 1

The new Charity SORP has introduced different disclosure requirements based on the size of your charity. They have introduced three 'Tiers' to be proportionate. These new requirements will be relevant for your first accounting period starting on or after 1st January 2026.

The three tiers are

- ★ Tier 1: Income less than £500,000
- ★ Tier 2: Income between £500,000 and £15,000,000
- ★ Tier 3: Income over £15,000,000

The checklist attached is designed to ensure compliance with SORP Tier 1. If you are also a company, there will be additional disclosure requirements that you will also need to make in order to comply with the Companies Act minimum disclosures.

Tier 1 – For those charities with income under £500,000

(if consolidated accounts are prepared, the report must include relevant information relating to subsidiaries as well as the parent charity)

Objectives and Activities – Must Include

Summary of the charity's purposes as set out in its governing document	☐
Summary of main activities undertaken in relation to those purposes	☐
Explanation of main activities undertaken to further the charity's purpose for public benefit	☐
Statement confirming trustees have had regard to Charity Commission's guidance on public benefit	☐
Explanation of the scale and nature of activities by different volunteer roles and input from volunteers	☐

Objectives and Activities – Should Include

Explanation of activities, projects, or services identified in the accounts (financial information should be consistent with the SOFA and Notes)	☐
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Achievements and Performance – Must Include

Summary of main achievements	☐
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Financial Review – Must Include

Review of the charity's financial position at period end (consistent with accounts)	☐
Identification and explanation of any fund or subsidiary undertaking that is materially in deficit and the steps being taken to eliminate the deficit	☐
Explanation of reserves policy, including amount held and reasons for holding reserves	☐
Consistency of reserves figure with accounts, including a reconciliation of reserves to the funds presented in the accounts if these are not the same	☐
Comparison of reserves held with reserves policy	☐
Explanation of planned steps to align reserves with policy (if applicable)	☐
Explanation of designated/committed reserves and likely timing of expenditure	☐
Explanation of going concern if no reserves or negative net assets	☐
Explanation of material uncertainties about going concern (if applicable)	☐

Plans for Future Periods – Must Include

Summary of the charity's plans for the future	☐
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Structure, Governance, and Management – Must Include

Nature of governing documents	☐
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How the charity is constituted	☐
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Methods for recruiting and appointing trustees	☐
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Structure, Governance, and Management – Should Include

Explanation if any other person/body is entitled to appoint trustees (name required)	☐
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Reference and Administrative Details – Must Include

Name of the charity	☐
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Any other names used	☐
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Charity registration number(s) (and company number if applicable)	☐
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Address of principal office or contact address (and registered office for charitable companies)	☐
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Names of all trustees at approval date or during the period	☐
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Names of directors of any corporate trustee(s)	☐
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Names of trustees holding title to property at approval date or during the period	☐
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Sustainability – May Include

Explanation of how the charity is managing environmental, governance, and social matters	☐
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Other – Must Disclose (in report or accounts note)

Description of assets held as agent or holding trustee	☐
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Name and objects of charities on whose behalf assets are held	☐
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Arrangements for safe custody and segregation of such assets	☐
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Charitable Company Supplementary Checklist

Use alongside the relevant tier checklist.

Directors' Report

Approval and signature by a director/secretary	☐
Names of all directors during the year	☐
Disclosure of third-party indemnity provisions for directors/associated companies	☐
Disclosure of political donations/expenditure in the EU (if >£2,000)	☐



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