

## Charity Returns The Trustees Update Form

The Trustee Update Form is sent out with the annual return.

The vast majority of the form is pre completed, if the charity filed one in the previous year.

The details of all Trustees acting at the year end are required.

Where Trustees have stepped down, the box “no longer a trustee” needs to be crossed.

When filling in the form, check all the details are correct, and that dates of birth have been completed.

When completed, take a copy for the records.

The Charities Commission are able to send out these forms electronically, and this option has to be selected on the annual return.