



# WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

TAB November 5, 2008

TO ALL CONGREGATION SECRETARIES  
IN ENGLAND AND WALES

Dear Brother:

## Re: Trustees' Annual Report

As you know it is necessary each year to prepare a Trustees' Annual Report, which is read out at a Service Meeting in June. Because of changes to disclosure requirements, we are enclosing a revised Specimen Annual Report and revised Guidance Notes, which you should use when you next prepare an Annual Report. Please keep the new Specimen Annual Report and Guidance Notes in your files as a reminder each year, and discard the previous letter TA:TSC April 30, 2002 and accompanying instructions.

You will note that one of the changes is that a statement on risk management no longer appears in the Annual Report. As a consequence of that, you do not need to maintain a Risk Register or update it annually.

We commend the efforts you are making to comply with these legal requirements and in this way "provide fine things in the sight of all men."—Rom. 12:17.

May we convey to you our warm Christian love and best wishes.

Your brothers,

*Watch Tower B. & J. Society*  
OF BRITAIN

Enc: *Specimen Annual Report*  
*Guidance Notes for Completion of Annual Report*

PS to the secretary: This letter should be retained in the congregation's permanent file of policy letters.