



CHARITY COMMISSION  
FOR ENGLAND AND WALES

# Annual Return 2018 consultation

## Annex B: annual return 2017 and 2016 questions

Annual Return 2017 and 2016 questions are set out in three parts:

**Part A:** Charity governance

**Part B:** Financial details

**Part C:** Attach accounts, Declaration

### **PART A – CHARITY GOVERNANCE**

**All charities are asked the following questions:**

- Are all your charity details up to date? Yes/No
- Financial period end date
- When is your next financial period end date after this one?
- Income
- Spending

**Charities with income over £10,000, and all Charitable Incorporated Organisations (CIOs) are asked the following questions:**

#### **Operating and spending outside England and Wales**

- Did your charity operate outside England and Wales during the financial period covered by this annual return? Yes/No
- If answer Yes, select countries the charity operated in during the financial period covered by this annual return
- Record the total expenditure by country

#### **Volunteers**

- How many UK volunteers, excluding trustees, did the charity have during this financial period?

### Land and buildings

- Does your charity own or lease any land or buildings? Yes/No
- If answer Yes, Are land and buildings required to be used for charitable purposes? Yes/No

### Policies

- Does the charity have a risk management policy? Yes/No/Not applicable
- Does the charity have a written investment policy? Yes/No/Not applicable
- Does the charity have a written safeguarding policy? Yes/No/Not applicable
- Does the charity have a conflict of interest policy? Yes/No/Not applicable
- Does the charity have a policy for managing volunteers? Yes/No/Not applicable
- Does the charity have written policies in handling complaints? Yes/No/Not applicable
- Does the charity have written policies on paying staff? Yes/No/Not applicable

### Financial controls

- Has your charity reviewed its financial controls during the reporting year? Yes/No

### Regulators

- Is your charity regulated by any of the following regulator(s) and/or registered with any of the following registrars: Yes/No
- Please tick any organisations in the following list which you are registered with or regulated by
  - Ofsted
  - Care Quality Commission
  - Financial Conduct Authority
  - Home and Communities Agency
  - Care and Social Inspectorate (CSSIW)
  - HM Inspectorate of Education and training in Wales
  - Welsh Government (Social Landlords and Housing)
  - Healthcare Inspectorate Wales (HIW)

### Government funding

- During the financial period of this annual return, how much did the charity receive from:
  - Contracts from central or local government to deliver services?
  - Grants from central or local government?

### Fundraising

- Does the charity raise funds from the public? Yes/No
- If answer Yes, Does the charity work with a commercial participator? Yes/No
- Does the charity have a signed contract with the commercial participator? Yes/No

### Gift Aid

- Was your charity recognised by HMRC for Gift Aid during the last 12 months? Yes/No

### Trading

- Does the charity have a trading subsidiary? Yes/No

### Grant making

- Is grant making the main way your charity carries out its purposes? Yes/No

### Trustee payments

- Does your charity pay one or more of its trustees for acting as a trustee of the charity? Yes/No

## **PART B – FINANCIAL DETAILS**

**All charities with income over £500,000 are asked the following questions:**

- Please indicate whether the information that you are giving is based on consolidated accounts or charity-only accounts

### Resources – Income and endowments

- Donations and legacies
  - Legacies
  - Endowments received
- Other trading activity
- Investment income
- Income from charitable activities
- Other Income
- Total income and endowments

### Resources – Expenditure

- Expenditure on raising funds
- Investment management costs
- Other expenditure
- Expenditure on charitable activities
  - Grants to institutions

- Governance costs
- Total expenditure

#### Resources – Other recognised gains/(losses)

- Gains (losses) on revaluation of fixed assets
- Actual gains/losses
- Net Gains/losses on investments
- Other gains/losses

#### Assets and liabilities – Assets

- Total fixed assets
- Fixed asset investments
- Total current assets
- Current asset investments
- Cash at bank and in hand

#### Assets and liabilities – Liabilities

- Creditors due within one year
- Creditors falling due after one year and provisions
- Defined benefit pension scheme asset/(liability)

#### Assets and liabilities – Funds

- Endowment funds
- Restricted funds
- Unrestricted funds
- Total funds
  
- Total net assets/liabilities

#### Additional information

- Support costs
- Depreciation charge for the year
- Level of reserves
- Average number of employees

## **PART C – ATTACH ACCOUNTS, DECLARATION**

**Charities with income over £25,000, and all Charitable Incorporated Organisations (CIOs) are asked the following questions:**

### **Attach accounts**

- Do you want to attach the Trustees' Annual Report and accounts now?  
Yes/No
- Attach document
- Click on the checkboxes below to confirm that the attached document(s) contain all of the following:
  - Trustees Annual report
  - Accounts
  - Examiner's/Auditor's Report (if appropriate)
- Are your accounts qualified? Yes/No

**All charities are asked the following:**

### **Declaration**

- Title
- Full name
- Daytime telephone number
- Email address