

Annual Return



CHARITY COMMISSION
FOR ENGLAND AND WALES

Please indicate for which financial year end you are completing this form:

Financial year end between 1 January & 31 December 2014

Financial year end between 1 January & 31 December 2015

If you need to submit forms for both years, use 2 separate forms.

Charitable Incorporated Organisations (CIOs)

- Income £0 – 25,000: part A must be completed and a PDF copy of accounts and trustees' annual report must be submitted
- Income £25,001 – £500,000: part A and reporting serious incidents must be completed and a PDF copy of accounts, trustees' annual report and external scrutiny report must be submitted

Non-Charitable Incorporated Organisations

- Income £0 – £10,000: part A should be completed
- Income £10,001 – £25,000: part A must be completed

All charities

- Income over £500,000: part A, reporting serious incidents and part B must be completed and a PDF copy of accounts, trustees' annual report and external scrutiny report must be submitted.

You do not need to complete pages 3 – 5. You can add this information when you [update your details online](#).

Some of the information you give in this form will become publicly available on the register of charities. **These fields are marked - P.**

Charity number:

Charity name:

Part A – Charity information

A1- financial period

DD/MM/YYYY

Financial period start	___/___/____
Financial period end	___/___/____

A2 – income and expenditure

Income - P	£
Expenditure - P	£

A3 – charity contact

The contact details for your charity should be entered below

Contact name - P	
Address	
Post code	
Telephone - P	
Mobile	

A4 – email for Charity Commission use

This is an address that will only be used by the Charity Commission for contacting the charity, for example when issuing a password for our online services or for mailing reminders.

Your current private email address	
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A5 – email for public display

This is a public address that will be displayed on the register of charities.

Your current public email address	
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A6 – charity website

If the charity has its own website and we hold the address, a hyperlink will be available for the public to access the site from the charity's entry on the register of charities.

Your current charity website	
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A7 – corporate trustee

A corporate trustee is a body which is a separate legal entity and is identified in the charity's governing document as being its trustee. It should not be confused with an organisation identified in the governing document as having the power to appoint individual trustees.

We require a full set of details, consisting of:

- the corporate trustee's name
- the corporate trustee's full address and postcode

It would also be helpful to have a telephone number and an email address if available. We will display a corporate trustee's name on our website. No other details supplied will be made public.

A8 / A9 – current and new individual trustee

Enter below the current trustees for your charity.

Please note, the addresses given should be the trustees' home address rather than a work or the charity address. Please ensure that we have a complete set of details for each trustee.

Trustees without a complete set of details may not be recorded on our register of charities. We only publish trustee names on the register, other personal details are not made publicly available.

Trustee 1
Title
Personal name
Family name
Suffix
Display name
Date of birth
Address
Post code
Telephone
Email
Date of appointment
Chair of the charity

Trustee 2
Title
Personal name
Family name
Suffix
Display name
Date of birth
Address
Post code
Telephone
Email
Date of appointment
Chair of the charity

Trustee 3
Title
Personal name
Family name
Suffix
Display name
Date of birth
Address
Post code
Telephone
Email
Date of appointment
Chair of the charity

Trustee 4
Title
Personal name
Family name
Suffix
Display name
Date of birth
Address
Post code
Telephone
Email
Date of appointment
Chair of the charity

Trustee 5
Title
Personal name
Family name
Suffix
Display name
Date of birth
Address
Post code
Telephone
Email
Date of appointment
Chair of the charity

Trustee 6
Title
Personal name
Family name
Suffix
Display name
Date of birth
Address
Post code
Telephone
Email
Date of appointment
Chair of the charity

Trustee 7
Title
Personal name
Family name
Suffix
Display name
Date of birth
Address
Post code
Telephone
Email
Date of appointment
Chair of the charity

Trustee 8
Title
Personal name
Family name
Suffix
Display name
Date of birth
Address
Post code
Telephone
Email
Date of appointment
Chair of the charity

A10 – linked charities

Some charities are treated collectively as a group for administrative or accounting reasons, with each member of the group referred to as a 'constituent'. If your charity has simply collaborated with another on a specific project, it is not 'linked'.

Please provide details of all the 'linked' charities below.

Charity name	Charity number

A11 – area of operation in England and Wales

Please state which area in England and Wales which the charity operates.

If your charity operates in specific parts of England and/or Wales, you can add local authority areas up to a combined total of 10. A local authority area is either:

- London Borough
- Unitary Authority
- Metropolitan Borough
- Non-Metropolitan County)

Local authority area	Local authority area

If your charity operates in more than 10 Local Authority areas within England and/or Wales please select one of the options below.

	Throughout England (more than 10 local authority areas)
	Throughout Wales (more than 10 local authority areas)
	Throughout Wales (more than 10 local authority areas)

A12 – area of operation outside England and Wales

Please state which countries outside England and Wales which your charity operates.

Country

A13 – charity classification

Please indicate from the tables below, your charity classification

WHAT your charity sets out to do

<input type="checkbox"/>	General charitable purposes
<input type="checkbox"/>	Education / training
<input type="checkbox"/>	The advancement of health or saving of lives
<input type="checkbox"/>	Disability
<input type="checkbox"/>	The prevention or relief of poverty
<input type="checkbox"/>	Overseas aid / famine relief
<input type="checkbox"/>	Accommodation / housing
<input type="checkbox"/>	Religious activities
<input type="checkbox"/>	Arts / culture / heritage / science
<input type="checkbox"/>	Amateur sport
<input type="checkbox"/>	Animals
<input type="checkbox"/>	Environment / conservation / heritage
<input type="checkbox"/>	Economic / community development / employment
<input type="checkbox"/>	Armed forces / emergency service efficiency
<input type="checkbox"/>	Human rights / religious or racial harmony / equality or diversity
<input type="checkbox"/>	Recreation
<input type="checkbox"/>	Other charitable purposes

WHO your charity helps

<input type="checkbox"/>	Children / young people
<input type="checkbox"/>	Elderly / old people
<input type="checkbox"/>	People with disabilities
<input type="checkbox"/>	People of a particular ethnic or racial origin
<input type="checkbox"/>	Other charities or voluntary bodies
<input type="checkbox"/>	Other defined groups
<input type="checkbox"/>	The general public / mankind

HOW your charity operates

	Makes grants to individuals
	Makes grants to organisations
	Provides other finance
	Provides human resources
	Provides buildings / facilities / open space
	Provides services
	Provides advocacy / advice / information
	Sponsors or undertakes research
	Acts as an umbrella or resource body
	Other charitable activities

A14 – charity activities

Please provide a brief explanation of your charity's current activities

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A15 – UK volunteers

The number of UK volunteers that the charity had during the financial year. Please give your best estimate of the actual number of individual volunteers involved during the year rather than a pro-rata or full-time equivalent number. Do not include the trustees in this figure.

If you had no volunteers then enter zero '0'	
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A16 – company number

If the charity is incorporated and registered with Companies House, the company number should be entered below if it is not already shown.

If the charity is not a company, this field should be left blank.

Company number:	
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A17 – charity’s main bank / building society account

Please provide details of your charity’s main bank or building society account. Account details are not available to the public.

Bank name:	
Sort code:	
Account number:	
Account name:	

A18 – Gift Aid

The Gift Aid scheme is for gifts of money by individuals who pay UK tax. Gift Aid donations are regarded as having basic rate tax deducted by the donor.

Was your charity recognised by HMRC for Gift Aid for the financial period of this Annual Return?

YES

NO

A19 – land and buildings

Charity land is a simple phrase with a technical definition. It is land held by, or on trust for, a charity, together with any buildings or structures on the land. It covers both land held on charitable trust and land held as corporate property by a charitable company or corporation. Land can be either freehold or leasehold and includes land covered with water, any estate, interest or easements over the land.

Is any of your charity’s land or buildings required to be used for the charity’s purposes?

Land or buildings used for a charity's purposes is often referred to as 'functional property'. Functional property does not include investment land owned by a charity solely to produce income for furthering the charity's objects.

Examples of when charity land or buildings are used for a charity’s purposes can include:

- Village halls
- Community Centres
- Places of worship

Does your charity own or lease any land or buildings?

<input type="checkbox"/>	Yes, the charity owns or leases land or buildings
<input type="checkbox"/>	No, the charity does not own or lease any land or buildings

A20 – fundraising

Does your charity raise funds from the public?

Many charities raise funds from the public. This may be a very small part of the charity's income, or it may be the main way that the charity is funded. A charity may raise funds through donations of money or goods or by working with a company or professional fundraiser. .

Does your charity work with a commercial participator?

Commercial participation is where a company works with a charity to promote its business by advertising. A share of the profits will be donated to the charity. For example:

- a retailer agreeing to donate a percentage from the sale of certain items, such as a limited edition t-shirt or Christmas cards
- a credit card provider donating a percentage of each transaction to a charity

Any charity working with a commercial participator must have a written agreement with the company.

Does the charity raise funds from the public?

	Yes, the charity raises funds from the public
	No, the charity does not raise funds from the public

A21 – trading

Does your charity have a trading subsidiary?

A trading subsidiary is a company owned and controlled by one or more charities which is set up in order to trade on their behalf. Its purpose is usually to create income for its parent charity or charities. The advantage of using trading subsidiaries is to reduce the restrictions on the trading activities that charities have and to protect the charity's assets from the risks of trading.

Does the charity have a trading subsidiary?

	Yes, the charity does have a Trading Subsidiary
	No, the charity does not have a Trading Subsidiary

A22 – trustee payments

Most trustees act without payment of any kind, or with only their basic expenses covered. However, some charities pay their trustees for carrying out their trustee duties. This is not the same as paying trustees for providing services to the charity, nor is it the same as reimbursing trustees for reasonable expenses they have incurred whilst carrying out their trustee duties.

Please only answer Yes to this question if you pay one or more of your trustees for carrying out trustee duties. In order to pay one or more trustees, this must be authorised either by your charity's governing document or by an Order from the Commission or the court.

Does the charity pay one or more of its trustees for acting as a trustee of the charity?

<input type="checkbox"/>	Yes, the charity does pay one or more of its trustees for acting as a trustee of the charity
<input type="checkbox"/>	No, the charity does not pay any trustees for acting as a trustee of the charity

A23 – policies

The policies that a charity needs will depend on the charity's size and what it does. We believe that having written policies which are relevant to a charity's size and activities, which are implemented effectively and reviewed regularly, strengthens a charity's effectiveness and helps to demonstrate that trustees are taking their legal responsibilities and good governance seriously.

The Commission intends to publish details of the policies you have in place on your charity's register entry.

Please answer either Yes or No for each policy.

Does the charity have written policies in the following areas:

Type of policy	Yes	No
Risk management	<input type="checkbox"/>	<input type="checkbox"/>
Investment	<input type="checkbox"/>	<input type="checkbox"/>
Vulnerable beneficiaries	<input type="checkbox"/>	<input type="checkbox"/>
Conflict of interest	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer management	<input type="checkbox"/>	<input type="checkbox"/>
Complaints handling	<input type="checkbox"/>	<input type="checkbox"/>
Paying staff	<input type="checkbox"/>	<input type="checkbox"/>

A24 – grant making

Many charities make grants to individuals or to organisation as a way of carrying out their charitable purposes. For some this will be a very small part of their activities, whilst for others it will be the main way they carry out their charitable purposes. Please only answer Yes to this question if making grants is the main way that your charity carries out its purposes.

Is grant making the main way your charity carries out its purposes?

<input type="checkbox"/>	Yes, grant making is the main way that the charity carries out its purpose
<input type="checkbox"/>	No, grant making is not the main way that the charity carries out its purpose

A25 – other regulators

Many charities are regulated by a regulator or registered with a registrar in addition to the Commission. We recognise that there are many regulators and registrars that may apply to different charities. However, we have only listed those we deal with regularly in our regulatory work and which we think will be of interest to the public. Please tick all from the drop down list that apply to your charity. Only those that you tick will be shown on the charity's register entry.

Is your charity regulated by any of the following regulator(s) and/or registered with any of the following registrars?

- Care and Social Services Inspectorate
- Care Quality Commission
- Financial Conduct Authority
- Healthcare Inspectorate Wales (HIW)
- HM Inspectorate of Education and Training
- Home and Communities Agency
- OFSTED
- Welsh Government (Social Landlords

	Yes, the charity is regulated or registered with one or more of the external bodies listed above
	No, the charity is not regulated or registered with any of external bodies listed above

A26 – financial controls

A charity must confirm whether or not it has reviewed its financial controls during the reporting period. Charities should ensure that they have appropriate financial controls in place which are reviewed regularly to ensure that they are up to date and effective.

As a matter of good practice, we recommend that a charity reviews its financial controls annually.

Has your charity reviewed its financial controls during the reporting year?

	Yes, your charity has reviewed its financial controls during the reporting year
	No, your charity has not reviewed its financial controls during the reporting year

A27 – government funding

A charity must provide a figure for how much it has received from central or local government in England or Wales during the financial period of this annual return, from

- contracts to deliver services to the public
- grants

If you have received no income please enter zero.

Government departments or their agencies or local authorities may pay charities to deliver services for them. For example, some charities provide:

- sheltered housing and care for the elderly

- sports activities for disadvantaged children
- support and advice for people looking for work
- meals on wheels services, delivering food to housebound people

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	£

(enter zero '0' if not applicable)

Reporting Serious Incidents

As soon as possible, you should report to the Charity Commission any incidents that cause a significant loss of funds or pose serious risks to a charity's beneficiaries, resources or reputation.

If any serious incident, including any of those listed below, have occurred since your last return, you should notify us immediately if you have not already done so.

Serious incidents:

- Fraud, theft or significant loss of funds or other property
- Significant sums of money or other property donated to the charity from an unknown or unverified source
- The charity (including any individual staff, trustees or volunteers) has any known or alleged link to a proscribed (banned) organisation or to terrorist or unlawful activity
- A person disqualified from acting as a trustee has been or is currently acting as a trustee of the charity
- The charity does not have a policy for safeguarding its vulnerable beneficiaries, for example children and young people, people with disabilities and the elderly / old people
- The charity has no vetting procedure to ensure that a trustee or member of staff is eligible to act in the position he or she is being appointed to.
- Suspicions, allegations or incidents of abuse or mistreatment of beneficiaries
- The charity has been subject to a criminal investigation, or an investigation by another regulator or agency; or sanctions have been imposed or concerns raised by another regulator or agency, for example the Health and Safety Executive, Ofsted

When you report a serious incident we will generally ask you for further details. You may not have all of these but please be prepared to provide as much relevant information as possible about the incident. We are concerned about criminal or unlawful activity, or very serious incidents about a charity that may pose a risk to its funds, property, beneficiaries or reputation.

Legal obligation

As part of the charity's Annual Return, trustees must confirm that there are no serious incidents or other matters which they should have brought to the attention of the Commission and have not done so already. Failure to do so will be regarded as a breach of legal requirements.

Part B – financial information

Please provide the Charity Commission with the following information from your annual accounts.

B1 – resources

Incoming resources		Resources expended	
B1.1 Voluntary income £		B1.7 Costs of generating voluntary income £	
	B1.1a Legacies £	B1.8 Fundraising trading costs £	
	B1.1b Endowments received £	B1.9 Investment management costs £	
B1.2 Activities for generating funds £		B1.10 Costs of charitable activities £	
B1.3 Investment income £			B1.10a Grants to institutions £
B1.4 Incoming resources from charitable activities £		B1.11 Governance costs £	
B1.5 Other incoming resources £		B1.12 Other resources expended £	
B1.6 total incoming resources £		B1.13 Total resources expended £	

B2 – other recognised gains/losses

B2.1 Revaluations of tangible fixed assets £	B2.3 Gains/losses on investment assets £
B2.2 Actuarial gains/losses on defined benefit pension schemes – P £	

B3 – assets and liabilities

B3.1 total fixed assets £	B3.7 total fixed assets (at start of year) £
B3.1a Fixed asset investments £	B3.7a Fixed asset investments (at start of year) £
B3.2 Total current assets £	
B3.2a Current asset investment £	
B3.2b Cash £	
B3.3 Creditors due within one year £	B3.8 Endowment funds £
B3.4 Long-term creditors and provisions £	B3.9 Restricted funds £
B3.5 Pension fund assets/(liabilities) £	B3.10 Unrestricted funds £
B3.6 Total net assets/(liabilities) £	B3.11 Total funds £

B4 – additional information

B4.1 Supports costs £	B4.3 Level of resources £
B4.2 Depreciation charge for year £	B4.4 number of full-time equivalent employees £

Processing your personal information

Our [personal information charter](#) explains how we process personal data.

Declaration

Trustee Employee Advisor Other

Given names	
Family name	
Telephone number	
Email	
Date submitted	

It is a criminal offence under section 60 of the Charities Act 2011 for anyone to knowingly or recklessly provide false or misleading information to the Commission; this includes suppressing, concealing or destroying documents.

- I can confirm that:
- I am authorised by the charity trustees to submit this information
 - The information I have provided is to the best of my knowledge, true and correct
 - I have read the [Charity Commission's privacy notice](#)

When you submit the return, we will send an acknowledgement to the charity email address.

If you enter an email address in the declaration different to the one we have recorded for the charity, we will send a copy to that email address as well.

When you have completed the form(s), email it along with (if applicable) a copy of your accounts, serious incident report, trustees' annual report and external scrutiny to:

RegistrarandAssurance@charitycommission.gsi.gov.uk

We will only accept the first version of the form that you email to us.

If you are submitting the Annual Return for 2015, please allow up to 14 days for it to be processed by the Charity Commission, before you access the annual return for 2016 online.