

ANNUAL INFORMATION UPDATE 2006

CHARITY COMMISSION

PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS AND BLACK INK

Charity Name

Charity Number

This Annual Return form should be completed for financial years ending on or after 1 January 2006. Some of the information you give in this form will be made publicly available in accordance with s.3(8) of the Charities Act 1993. For your information, we have marked those fields with the symbol – **P**.

Explanations of words in **bold italics** can be found in the glossary.

If you prefer, you can complete this form online at www.charitycommission.gov.uk. This is simple and makes the process easier for you.

CHARITY FINANCES — A1 Financial year

Current details

If the current details are incorrect, enter amended details below

dd/mm/yyyy

Financial year start - **P**

 / /

dd/mm/yyyy

Financial year end - **P**

 / /

dd/mm/yyyy

Next financial year end

 / /

A2 Income and expenditure

Extract the charity's **gross income and total expenditure** from the accounts for the financial year shown at A1. Do not include the gross turnover/income of connected trading companies.

Please round figures to the nearest pound.

Gross income - **P**

£ .00

Total expenditure - **P**

£ .00

CHARITY PEOPLE — A3 Charity contact

The charity contact is recorded on the Register of Charities as the point of contact for the charity. Their name and address will be displayed on our website and will also be used by the Commission to contact the charity.

A charity contact may be a person (a named individual); or an organisation (e.g. a firm of solicitors acting as contact for the charity, the charity itself e.g. "The National Aid Association").

If any "**current**" contact details (shown overleaf) are incorrect please provide a **full set of correct details** under "**amended**" details. If the contact has changed please enter **full details** of the new contact.

A full set of details for an individual contact consists of:

- All of the contact's personal names (also known as first or given names)
- All of the contact's family names (also known as surnames)
- The contact's date of birth
- The contact's address and postcode
- The contact's telephone number
- You may also enter, as a suffix, honours the contact would like to appear after his or her name, e.g. BA, OBE.
- If a preferred name is given, it will be that name which is shown, otherwise it will be the combination of title, personal names, family names and suffixes in that order that will be shown. When we have been supplied with a single name as preferred name we have taken that to mean that the preferred name should be the combination of title, that single preferred name, family names and suffixes in that order.

If the charity contact is **an individual**, their details will be printed under "Current individual contact", please make any amendments by giving a full set of details under "Amended individual contact".

If you wish to change the individual contact to an organisation, please enter a full set of organisation details under "Amended organisation contact".

Current individual contact		Amended individual contact
	Title	
	Personal names	
	Family name	
	Suffixes	
	Preferred name – P	
	Date of birth	
	Tel No – P	
	Fax No – P	
	Address – P	
	Address – P	
	Address – P	
	Address – P	
	Address – P	
	Postcode – P	

If the charity contact is **an organisation**, their details will be printed below left. Please make any amendments by giving a full set of details under "Amended organisation contact". If you wish to change from an organisation as a contact to an individual, please enter a full set of details at "Amended individual contact" above.

A full set of details for an organisation contact consists of:

- The organisation name
- The organisation address and postcode
- The organisation telephone number

Current organisation as contact		Amended organisation contact
	Organisation name – P	
	Address – P	
	Address – P	
	Address – P	
	Address – P	
	Address – P	
	Postcode – P	
	Tel No – P	
	Fax No – P	

CHARITY PEOPLE — Charity trustees

The **charity trustees** are the people responsible under the charity's governing document for controlling the management and administration of the charity, regardless of what they are called. For instance, in the case of an unincorporated association, the executive or management committee are its trustees, and in the case of a charitable company, it is the directors who are the trustees. If your charity has individuals as trustees, their details will be printed at A6.

A charity can have a corporate body as its trustee. If your charity has a corporate trustee, its details will be printed at A4.

Normally, a charity will have either a corporate trustee or individual trustees. Further information on your charity's management structure can be found in your charity's governing document.

A4 Corporate body as trustee of the charity

This part will only be pre-printed if we know that the charity has a corporate body as its trustee, e.g. a Parish Council or NHS Trust. Please ensure the organisation name, address, telephone and email details are correct. If they are incorrect please enter the correct details in full under "Amended corporate trustee". If this section is blank and your charity has a corporate body as trustee, please enter the organisation's details in full under "New corporate body as trustee of the charity" at A5 below.

Current corporate trustee

No longer trustee

Amended corporate trustee

	Corporate body name — P	
	Address	
	Address	
	Address	
	Address	
	Address	
	Postcode	
	Tel No	
	Email address	

A5 New corporate body as trustee of the charity

If your charity has a corporate body as trustee which is not pre-printed at A4, please enter the full details below.

Corporate body name — P	
Address	
Address	
Address	
Address	
Address	
Postcode	
Tel No	
Email address	

A6 Named individuals who are trustees of the charity

If the *charity trustees* are individuals, the details that we hold will be printed overleaf under "Current trustee". If any part of a name or address is incorrect or incomplete, please enter the correct details in full (including the personal name, family name, date of birth, address, postcode and telephone number) under "Amended details".

If an individual listed is no longer acting as a trustee, please put a cross in the box "No longer trustee" and we will remove them from our records. New trustees (or trustees that have been acting for some time but are not listed) should be entered at A7 "New individuals who are trustees of the charity".

Please note that all of the following are required for each individual:

- All of the trustee's personal names (also known as first or given names).
- All of the trustee's family names (also known as surnames).
- The trustee's date of birth
- The trustee's address and postcode
- The trustee's telephone number
- You may also enter, as a suffix, honours the trustee would like to appear after his or her name, e.g. BA, OBE.
- If a preferred name is given, it will be that name which is shown, otherwise it will be the combination of title, personal names, family names and suffixes in that order that will be shown. When we have been supplied with a single name as preferred name we have taken that to mean that the preferred name should be the combination of title, that single preferred name, family names and suffixes in that order.

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.

Please note that unless a dispensation is granted, the trustees' names will appear on the public Register of Charities. For information on dispensations, or if your charity has more new trustees than can be entered on this form, please call Charity Commission Direct on 0845 300 0218.

If you give optional personal email addresses for each of the charity's trustees, the Commission may email them with important updates about trusteeship from time to time.

Please cross this box if they do not wish to receive these updates.

Charities have a duty to ensure that any new trustees are eligible to act as trustee. Some charities, e.g. those with vulnerable beneficiaries, may need to make additional checks on prospective trustees with the Criminal Records Bureau. Further details can be found in our report RS1 - Trustee Recruitment, Selection and Induction, available on our website. A definition of *vulnerable beneficiaries* is found in the Glossary which accompanies this form.

Does your charity work with vulnerable beneficiaries?

Yes No

If yes, are all new *trustees* checked with the Criminal Records Bureau?

Yes No

Current trustee 1**No longer trustee** **Amended details**

	Title	
	Personal names	
	Family name	
	Suffixes	
	Preferred name – P	
	Date of birth	
	Address	
	Address	
	Address	
	Address	
	Address	
	Address	
	Postcode	
	Tel No	
	Email address	

This person is chair of the charity – **P** Trustee no longer has an email address **Current trustee 2****No longer trustee** **Amended details**

	Title	
	Personal names	
	Family name	
	Suffixes	
	Preferred name – P	
	Date of birth	
	Address	
	Address	
	Address	
	Address	
	Address	
	Address	
	Postcode	
	Tel No	
	Email address	

This person is chair of the charity – **P** Trustee no longer has an email address

Current trustee 3

No longer trustee

Amended details

	Title	
	Personal names	
	Family name	
	Suffixes	
	Preferred name – P	
	Date of birth	
	Address	
	Address	
	Address	
	Address	
	Address	
	Address	
	Postcode	
	Tel No	
	Email address	

This person is chair of the charity – **P**

Trustee no longer has an email address

Current trustee 4

No longer trustee

Amended details

	Title	
	Personal names	
	Family name	
	Suffixes	
	Preferred name – P	
	Date of birth	
	Address	
	Address	
	Address	
	Address	
	Address	
	Address	
	Postcode	
	Tel No	
	Email address	

This person is chair of the charity – **P**

Trustee no longer has an email address

Current trustee 5

No longer trustee

Amended details

	Title	
	Personal names	
	Family name	
	Suffixes	
	Preferred name – P	
	Date of birth	
	Address	
	Address	
	Address	
	Address	
	Address	
	Address	
	Postcode	
	Tel No	
	Email address	

This person is chair of the charity – **P**

Trustee no longer has an email address

Current trustee 6

No longer trustee

Amended details

	Title	
	Personal names	
	Family name	
	Suffixes	
	Preferred name – P	
	Date of birth	
	Address	
	Address	
	Address	
	Address	
	Address	
	Address	
	Postcode	
	Tel No	
	Email address	

This person is chair of the charity – **P**

Trustee no longer has an email address

New trustee 5

New trustee 6

	Title	
	Personal names	
	Family name	
	Suffixes	
	Preferred name – P	
	Date of birth	
	Address	
	Address	
	Address	
	Address	
	Address	
	Address	
	Postcode	
	Tel No	
	Email address	

This person is chair of the charity – **P**

This person is chair of the charity – **P**

New trustee 7

New trustee 8

	Title	
	Personal names	
	Family name	
	Suffixes	
	Preferred name – P	
	Date of birth	
	Address	
	Address	
	Address	
	Address	
	Address	
	Address	
	Postcode	
	Tel No	
	Email address	

This person is chair of the charity – **P**

This person is chair of the charity – **P**

A8 Charity email addresses

Your charity can have two email addresses listed, a public address that will be displayed on the Register of Charities and a private address that will be used only by the Commission for contacting the charity. The email addresses can be the same.

Current public email address – **P**

The charity no longer has a public email address

If the current address is incorrect or missing, please enter the charity's correct public email address below:

Current private email address

The charity no longer has a private email address

If the current address is incorrect or missing, please enter the charity's correct private email address below:

A9 Charity website address

Current website address – **P**

The charity no longer has a website address

If the current address is incorrect or missing, please enter the charity's correct website address below:

A10 Charity primary bank/building society account

If the current details below are incorrect or blank, please enter a complete set of correct details under "Amended details". It is not necessary to enter a sort code if it is a building society account. Account details will not be made public.

Current details		Amended details	
<input type="text"/>	Bank/Building Society name	<input type="text"/>	
<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	Sort Code	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	
<input type="text"/>	Account number	<input type="text"/>	
<input type="text"/>	Account name	<input type="text"/>	

CHARITY ACTIVITIES — A11 Charity classification

We find that most charities do not need to update their classifications from year to year, but if you find the classifications below are incorrect or blank, please use the Commission's online services to amend them. These can be accessed via our website - www.charitycommission.gov.uk

What does your charity set out to do? — P	Who does your charity help? — P	How does your charity operate? — P
Current classification <input type="text"/>	Current classification <input type="text"/>	Current classification <input type="text"/>

OPTIONAL: If you would like to give a brief description of your charity's activities, please do so below: — P

DECLARATION

Those who give answers that they know are untrue or misleading may be committing an offence.

I certify that the information given in this form is correct to the best of my knowledge and has been brought to the attention of all the trustees.

Signed

by one of the *charity trustees* on behalf of all charity trustees:

Date

 / /

Title (Please use BLOCK CAPITALS)

Full name (Please use BLOCK CAPITALS)

Daytime telephone number

You may find it useful to keep a copy of your completed form.

CONTACT DETAILS

Address: The Charity Commission
PO Box 1225
Liverpool
L69 3UL

Tel: 0845 300 0218
Minicom: 0845 300 0219

Web: www.charitycommission.gov.uk

DATA PROTECTION

The Charity Commission is a Data Controller as defined by the Data Protection Act 1998 and holds personal data for the purposes of maintaining the Register of Charities and certain other statutory functions as assigned by Parliament. The Charity Commission complies with the Data Protection principles set out in the Data Protection Act 1998 in relation to personal data which is supplied to us via the Annual Return, our website and through the performance of its statutory role as a regulator of charities, to the extent that the Act requires us to do so. These principles restrict the powers of a data controller to disclose third parties' personal data which it is processing. However, the name, address and telephone number of the charity contact and the names of the charity trustees will be publicly available on the Charity Commission website. In addition, the Charity Commission has a statutory obligation under section 84 of the Charities Act 1993 to provide to any person upon request copies of, or extracts from, any document in its possession which is open to public inspection. This will include the Public Register of charities as well as any governing documents, annual reports or accounts of charities held by the Charity Commission.

