



GUIDANCE NOTES

Income over £500,000



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Charities whose income exceeds £1million have to complete a Summary Information Return (SIR), which forms Part C of their Annual Return. There are separate guidance notes for the SIR; you can read them on our website.

The deadline for submission is calculated as follows. The ten-month period after a given financial year-end date always ends on the same date in the appropriate month. This means that a charity with a financial year-end of 30 September has until midnight on 30 July of the following year, not 31 July, to submit its Annual Return and accounts.

If there is no corresponding date, the last day of the month will apply. For example, a charity with a financial year-end of 30 April has until midnight on 28/29 February of the following year to submit its documents.

Trustees' annual reports and accounts are an important window on charities' activities for those who fund them and also for the wider public. Sending your documents to us as soon as possible after your financial year-end may help you access funding.

The Register of Charities will show charities that have not submitted on time as being in default until we receive their documents. This may affect donations and funds from other sources. If charities persistently fail to submit their documents to confirm that they are still operating, we may remove them from the Register of Charities.

How do I submit my form?

You should submit your Annual Return form with the trustees' annual report and accounts in the envelope provided. The envelope is not freepost so you will need to pay the correct postage when returning it. If you lose the envelope, please send the documents to the following address: Charity Commission, PO Box 1300, Liverpool L69 3BF.

Data protection

Any information you provide to us will be held securely and in accordance with the rules on data protection. Your personal details will be treated as private and confidential and safeguarded and not disclosed to anyone unconnected to the Charity Commission unless you have consented to its release, or in certain circumstances where:

- we are **legally** obliged to do so; or
- disclosure is deemed by the Commission to be **necessary** for the proper discharge of our statutory functions; or
- disclosure is deemed by the Commission to be **necessary** in compliance with our function as regulator of charities; or
- disclosure to a relevant public authority is deemed by the Commission to be both a **necessary** disclosure and subject to an **overriding public interest**.

We will ensure that any disclosure made for this purpose is proportionate, considers your right to privacy and is dealt with fairly and lawfully in accordance with the Data Protection Principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals. As a 'data controller' under the Act, the Charity Commission must comply with its requirements.

A3 – Charity contact

The contact details we currently hold for your charity are printed here. The contact's name, address and telephone number are recorded on the Register of Charities. These details are made public on the Register and are also displayed on the charity's Register entry on our website.

There are two types of contact: an individual contact or an organisation contact. The differences between them are outlined later in this section.

If the pre-printed details are incorrect or incomplete, or if you wish to inform us of a new contact, please use section A3a to provide details for an individual contact or A3b to provide details for an organisation contact. Do not give both an individual contact and an organisation contact as we will accept only one set of details.

It is vitally important that you keep the contact details up to date. If the contact changes at any time during the year, the outgoing contact should let us know the details of their replacement. They can do this by using our online services on the website or by writing to Charity Commission Direct at the address on the back cover of this booklet.

Individual contact

An individual contact is a named person. This can be one of the charity trustees, such as the chairperson, or it can be a person who acts for the charity but is not a trustee.

The contact details are displayed on the Register of Charities, so it should be someone with a good working knowledge of the charity, who is able to answer queries from the public.

If you are updating the current individual contact details or giving details of a new individual contact, please see section A3a opposite.

Organisation contact

If the charity does not wish to have a named individual as its contact, it can use an organisation instead. This could be a firm of solicitors acting on the charity's behalf, or the charity itself at the charity address (if it has one).

The contact address is displayed on the Register of Charities and may be used by the public to get in touch with the charity, so the contact organisation should be able to answer general queries about the charity, or at least direct enquiries to the correct person.

If you are updating the current organisation contact details or giving details of a new organisation, please see section A3b opposite.

A3a – New or amended individual contact

Use this section to amend existing details, or to provide details of a new individual contact. Whether you are amending details, or informing us of a new individual, please provide a full set of details for that person rather than just the missing or changed information.

Please include:

- all personal names (also known as first or given names);
- family name (also known as surname);
- date of birth; and
- full address and postcode.

If you wish, you can also enter a suffix to the name to record any qualifications or honours the individual would like to appear after their name, e.g. BA, OBE.

You may also enter a preferred name for the contact, for example Vicky Smith instead of Mrs Victoria Mary Smith. We will then record the preferred name on the Register of Charities and use it to mail the charity; otherwise we will record and use the full name details.

The postal address need not be the person's home address; it could, for example, be their work address. But if they act as contact for a number of charities, it must be an address that can be used for all of them. It should be somewhere post is checked regularly and can be received easily.

You can also supply contact telephone and mobile phone numbers. The contact telephone number will be recorded on the Register of Charities and will also be displayed on the charity's Register entry on our website. We will not make the mobile phone number public but may use it to contact the charity.

If you currently have a named individual as the charity's contact, but would prefer to use an organisation instead, you should use section A3b to give details of the new organisation contact.

A3b – New or amended organisation contact

Use this section to amend existing details, or to provide details of a new organisation as contact.

Whether you are amending details or informing us of a new organisation, we will need a full set of details for the organisation, consisting of its name, full address and postcode.

You can also supply contact telephone and mobile phone numbers for the organisation.

The contact telephone number will be recorded on the Register of Charities and will also be displayed on the charity's Register entry on our website. We will not make the mobile phone number public but may use it to contact the charity.

If you currently have an organisation as the charity's contact, but would prefer to use a named individual instead, you should use section A3a to give details of the new individual contact.

A4 & A5 – Charity email addresses

These sections will show any email address details we hold for your charity. Your charity can have two email addresses listed:

- a private address that we will use to contact the charity, for example when issuing a password to access our online services or for mailing reminders; and also
- a public address, which is recorded on the Register of Charities and is displayed on the charity's Register entry on our website.

You need not necessarily supply two different addresses, as the same address can be used for both purposes. If the same address is to be used, you should give it in both A4 and A5.

If you wish to change or amend a pre-printed email address, or to supply us with a new email address, please use the white boxed area. If you wish to delete a pre-printed email address and are not providing a new one, please put a cross in the 'Remove' box next to the relevant address.

You do not have to provide email addresses, but if you do it is important that you keep the details up to date. If the addresses change at any time during the year, you should let us know. You can do this by using our online services on the website or by writing to Charity Commission Direct at the address on the back cover of this booklet.

A6 – Charity website

This section will show any website address details we hold for your charity. The address will be recorded on the Register of Charities and will also appear on your charity's Register entry on our website as a link to your charity's own website.

If you wish to change or amend a pre-printed website address, or to give us details of a new address, please use the white boxed area. If you wish to delete the pre-printed website address and are not providing a new one, please put a cross in the 'Remove' box next to the address.

A7 – Current individual trustees

Use this section to check and, if necessary, amend the details of the individual trustees whose names are currently recorded on the Register of Charities.

The charity trustees are the people who, under the terms of the governing document, are responsible for controlling the management and administration of a charity. They may be known by various names. For example, in the case of an association, the charity trustees are normally the executive or management committee, and in the case of a charitable company it is usually directors who are the charity trustees.

We require details of the trustees in post at the time of completing the form and not necessarily at the financial year-end. Enter new trustees (or trustees who have been acting for some time but are not listed) at section A8 'New individual trustees'.

Please note that if we have not been supplied with a full set of details for a trustee in the past, their details may not have been recognised, and will not be listed. If any part of a name or address for a trustee is incorrect or incomplete, please provide a **full** set of details again under 'Amended details', rather than just the missing or changed information.

A full set of details consists of:

- all personal names (also known as first or given names);
- family name (also known as surname);
- date of birth; and
- full home address and postcode.

We require the trustee's home address rather than a work or charity address so that the information is valid for identification and intelligence purposes.

In addition, it would be helpful for you to supply a telephone number for each trustee in case we should need to contact them. If you wish, you can also enter a suffix to the name to record any qualifications or honours the individual would like to appear after their name, e.g. BA, OBE.

You may also enter a preferred name for the trustee, for example Vicky Smith instead of Mrs Victoria Mary Smith. We will then record the preferred name on the Register of Charities; otherwise we will record the full name details.

You may also supply email addresses for trustees. These addresses will not be shown to the public. We may use them from time to time to email important updates about trusteeship. If the trustees do not wish to receive these updates, please put a cross in the relevant box on page 4 of the form.

If you wish to delete a pre-printed email address, and are not providing a new one, please put a cross in the 'Trustee no longer has an email address' box underneath that trustee's details.

You should tell us who the chair of the charity is (if you have one). Put a cross in the 'Trustee is chair of the charity' box underneath the relevant trustee listed in either section A7 or A8.

Please note that unless a dispensation is granted, the names of the trustees will appear on the public Register of Charities, which can be viewed on our website. Trustees' addresses and other personal details will not be made public. For information on dispensations, please call Charity Commission Direct on 0845 3000 218.

If an individual listed is no longer acting as a trustee, please put a cross in the 'No longer trustee' box underneath their pre-printed details and we will remove them from our records.

A8 – New individual trustees

Use this section to give us details of new individual trustees. This includes individuals who may have been acting as trustees for some time but whose details are not printed in section A7 and whose names are not recorded on the Register of Charities. For all individuals we need a full set of details consisting of:

- all personal names (also known as first or given names);
- family name (also known as surname);
- date of birth; and
- full home address and postcode.

We require the trustee's home address rather than a work or charity address so that the information is valid for identification and intelligence purposes.

In addition, it would be helpful to supply a telephone number for each trustee in case we need to contact them. If you wish, you can also enter a suffix to the name to record any qualifications or honours the individual would like to appear after their name, e.g. BA, OBE.

You may also enter a preferred name for the trustee, for example Vicky Smith instead of Mrs Victoria Mary Smith. We will then record the preferred name on the Register of Charities; otherwise we will record the full name details.

If your charity has more new trustees than can be entered in this section of the form, please make copies of a blank page from this section of the form and attach these extra pages inside the form when you return it to us.

Please note that unless a dispensation is granted for security or other reasons, the trustees' names will appear on the Register of Charities, which can be viewed on our website. Trustees' addresses and other personal details will not be made public. For information on dispensations please call Charity Commission Direct on 0845 3000 218.

A9 – Corporate trustee

This section will only have details printed if we know that the charity has a corporate trustee, e.g. a parish council or NHS Trust.

A corporate trustee is a body which is a separate legal entity and has been 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 a nominating body able to appoint individual trustees.

If you are unsure whether your charity has a corporate trustee, please look at your governing document. Most charities will have either a corporate trustee or individual trustees, not both.

Please check the corporate trustee's details on the form. If they are incorrect or incomplete, or if this section is blank and your charity has a corporate trustee, please enter the correct details in full under section A9a, 'New or amended corporate trustee' and see the notes below.

A9a – New or amended corporate trustee

Use this section to amend existing details or to provide details of a new corporate trustee. Whether you are amending details or informing us of a new corporate trustee, we will need a full set of details, consisting of the corporate trustee's:

- name; and
- full address and postcode.

It would also be useful to have a telephone number and an email address. Please note that the corporate trustee's name will be displayed on our website, but we will not make public any address, telephone or email details.

If your charity has more than one corporate trustee, please attach a covering letter to the form, stating the name and full address of each corporate trustee, or visit our website and use our online services to check and amend the details.

A10 & A11 – Area of operation

Any member of the public can inspect the Register of Charities, and it is available on our website. To enable the public, beneficiaries and potential funders to search the Register and find charities in specific areas, we ask you to tell us exactly where you operate.

By 'area of operation', we mean the geographical area where the charity spends its charitable funds on its charitable purposes, rather than the location of its administrative offices. For instance, even if a charity operating an orphanage in Romania has its base in Hertfordshire, the area of operation should be shown as Romania.

Your governing document may restrict where the charity can operate; or perhaps it does not specify a geographical area and allows the charity to operate worldwide. But if in practice the charity operates within particular local authority areas or countries, you should enter these on the form. Some charities previously shown as operating worldwide or on certain continents will find that we have not pre-printed any details. If there are no details pre-printed on your form, you should enter in section A10a or A11a (or both) the actual areas or countries in which you are now operating.

It is important that the Register accurately reflects the area(s) trustees have decided to focus on for the time being. The area of operation may change from year to year, but if you keep your Register entry up to date you are less likely to receive requests for help from outside your chosen area.

A10 – Area of operation in England and Wales

If your charity operates in England or Wales (or both) and we currently hold the details, these are printed in section A10. If any of these entries no longer apply, you should enter a cross in the relevant boxes to remove them.

If your charity operates in more than ten local authority areas in England or Wales (or both), but this is not already listed in section A10, you should put a cross in the relevant 'throughout' box in section A10a.

If your charity operates throughout the United Kingdom, you should select 'throughout England and Wales' in section A10a and add entries for Northern Ireland and Scotland in section A11a (if they are not already listed in the printed entries).

In section A10a you can add areas in England and Wales. We can only accept new entries for local authority areas from the lists that follow.

Valid areas of operation may change. The areas listed here and in the note on A11 are correct at the time of publication.

Unitary authority areas

Bath and North East Somerset
Blackburn with Darwen
Blackpool
Blaenau Gwent
Bournemouth
Bracknell Forest
Bridgend
Brighton and Hove
Bristol City
Caerphilly
Cardiff
Carmarthenshire
Ceredigion
Conwy
Darlington
Denbighshire
Derby City
East Riding of Yorkshire
Flintshire
Gwynedd
Halton
Hartlepool
Herefordshire
Isle of Anglesey
Isle of Wight
Isles of Scilly
Kingston upon Hull City
Leicester City
Luton
Medway
Merthyr Tydfil
Middlesbrough
Milton Keynes
Monmouthshire
Neath Port Talbot
Newport City
North East Lincolnshire
North Lincolnshire
North Somerset
Nottingham City
Pembrokeshire
Peterborough City
Plymouth City
Poole
Portsmouth City
Powys
Reading
Redcar and Cleveland
Rhondda Cynon Taff
Rutland
Slough
South Gloucestershire

Southampton City
Southend-on-Sea
Stockton-on-Tees
Stoke-on-Trent City
Swansea, City of
Swindon
Telford and Wrekin
Thurrock
Torbay
Torfaen
Vale of Glamorgan
Warrington
West Berkshire
Windsor and Maidenhead
Wokingham
Wrexham
York, City of

London boroughs

Barking and Dagenham
Barnet
Bexley
Brent
Bromley
Camden
City of London
Croydon
Ealing
Enfield
Greenwich
Hackney
Hammersmith and Fulham
Haringey
Harrow
Havering
Hillingdon
Hounslow
Islington
Kensington and Chelsea
Kingston upon Thames
Lambeth
Lewisham
Merton
Newham
Redbridge
Richmond upon Thames
Southwark
Sutton
Tower Hamlets
Waltham Forest
Wandsworth
Westminster City

Metropolitan areas

Barnsley
Birmingham City
Bolton
Bradford City
Bury
Calderdale
Coventry City
Doncaster
Dudley
Gateshead
Kirklees
Knowsley
Leeds City
Liverpool City
Manchester City
Newcastle upon Tyne City
North Tyneside
Oldham
Rochdale
Rotherham
Salford City
Sandwell
Sefton
Sheffield City
Solihull
South Tyneside
St Helens
Stockport
Sunderland
Tameside
Trafford
Wakefield, City of
Walsall
Wigan
Wirral
Wolverhampton

Non-metropolitan counties

Bedfordshire
Buckinghamshire
Cambridgeshire
Cheshire
Cornwall
Cumbria
Derbyshire
Devon
Dorset
Durham
East Sussex
Essex
Gloucestershire
Hampshire

Hertfordshire
Kent
Lancashire
Leicestershire
Lincolnshire
Norfolk
North Yorkshire

Northamptonshire
Northumberland
Nottinghamshire
Oxfordshire
Shropshire
Somerset
Staffordshire

Suffolk
Surrey
Warwickshire
West Sussex
Wiltshire
Worcestershire

A11 – Area of operation outside England and Wales

If your charity operates outside England and Wales and we currently hold the details, these are printed in section A11. If any of these entries no longer apply, you should enter a cross in the relevant boxes to remove them.

In section A11a, for charities operating outside England and Wales, we can accept entries for countries from the following list.

Africa

Algeria
Angola
Benin
Botswana
Burkina Faso
Burundi
Cameroon
Central African Republic
Chad
Comoros
Congo, Republic of
Democratic Republic of
the Congo
Djibouti
Egypt
Equatorial Guinea
Eritrea
Ethiopia
Gabon
Gambia
Ghana
Guinea
Guinea-Bissau
Ivory Coast
Kenya
Lesotho
Liberia
Libya
Madagascar
Malawi
Mali
Mauritania
Mauritius
Morocco

Mozambique
Namibia
Niger
Nigeria
Rwanda
Sao Tome and Principe
Senegal
Seychelles
Sierra Leone
Somalia
South Africa
Sudan
Swaziland
Tanzania
Togo
Tunisia
Uganda
Zambia
Zimbabwe

Antarctica

Antarctica

Asia

Afghanistan
Armenia
Bahrain
Bangladesh
Bhutan
Brunei
Burma
Cambodia
China
India
Indonesia

Iran
Iraq
Israel
Japan
Jordan
Kazakhstan
Kuwait
Kyrgyzstan
Laos
Lebanon
Malaysia
Maldives
Mongolia
Nepal
North Korea
Occupied Palestinian Territories
Oman
Pakistan
Philippines
Qatar
Saudi Arabia
Singapore
South Korea
Sri Lanka
Syria
Tajikistan
Thailand
Timor-Leste
Turkey
Turkmenistan
United Arab Emirates
Uzbekistan
Vietnam
Yemen

Europe

Albania
Andorra
Austria
Azerbaijan
Belarus
Belgium
Bosnia and Herzegovina
Bulgaria
Cape Verde
Croatia
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Georgia
Germany
Greece
Hungary
Iceland
Italy
Kosovo
Latvia
Liechtenstein
Lithuania
Luxembourg
Macedonia
Malta
Moldova
Monaco
Montenegro
Netherlands
Northern Ireland
Norway

Poland
Portugal
Republic of Ireland
Romania
Russia
San Marino
Scotland
Serbia
Slovakia
Slovenia
Spain
Sweden
Switzerland
Ukraine

North America

Antigua and Barbuda
Bahamas
Barbados
Belize
Canada
Costa Rica
Cuba
Dominica
Dominican Republic
El Salvador
Grenada
Guatemala
Haiti
Honduras
Jamaica
Mexico
Nicaragua
Panama
St Kitts and Nevis

St Lucia
St Vincent and the Grenadines
Trinidad and Tobago
United States of America

Oceania

Australia
Fiji
Kiribati
Marshall Islands
Micronesia
Nauru
New Zealand
Palau
Papua New Guinea
Samoa
Solomon Islands
Tonga
Tuvalu
Vanuatu

South America

Argentina
Bolivia
Brazil
Chile
Colombia
Ecuador
Guyana
Paraguay
Peru
Suriname
Uruguay
Venezuela

Territories and dependencies

The United Kingdom and some other countries have territories and dependencies which are not included in the lists in A11 above, e.g Jersey and Cayman Islands. If your charity operates in territories or dependencies, enter the names in section A11a and we will accept these entries if they are recognised areas.

A12 – Charity activities

Here you should give a brief description of your charity's activities to supplement the broad classifications listed in section A14 (Charity classification). This description will appear on the Register of Charities and will add to the information available to the public, potential donors and beneficiaries. For technical reasons your description must be no more than 400 characters long, including spaces.

If you provide concise and accurate information here, you will ensure that any enquiries you receive will be relevant. This is an opportunity to tell potential donors or beneficiaries exactly what you do, how you do it and where you operate. It can be especially useful if you feel that the area of operation (A10 and A11) and charity classification (A14) sections do not allow you to describe what you do in enough detail.

For example, a charity with general charitable purposes may have a policy of giving grants to people studying in a particular location or a chosen subject. Similarly, a charity for the relief of poverty may choose to deliver its service by giving information, advice and support to those living in a particular area. The 'Charity activities' section allows you to tell people about this.

Space is limited, so we have not pre-printed any information we currently hold on your activities. If you have previously given us a description of these, you can check and amend it using our online service. If you do not have access to our online service, you can enter a new description on the form and this will replace any details we currently hold.

A13 – Charity's main bank/building society account

Here we will show the main account details we currently hold for your charity. For security reasons we will not print the full account number. If the details shown are incorrect or blank, enter a complete set of correct details under 'Amended details'. We need the following information:

For a bank account:

- the full name of the bank;
- the sort code of the bank. This will have six digits and you should enter it as, for example, 12-34-56;
- your bank account number. This is on your bank chequebook or statements and is usually 7–10 digits; and
- the name of the account as it appears on the chequebook, passbook or statement.

For a building society:

- the full name of the building society;
- the roll or reference number. The roll or reference number can contain up to 18 letters and numbers. If you are not sure if the account has a roll or reference number, ask the building society; and
- the name of the account as it appears on the chequebook, passbook or statement.

We need details of your main account only. We will not make public any account details.

A14 – Charity classification

We ask you to classify your charity using three headings. These describe WHAT you do, WHO you help, and HOW you operate. This makes it easier for potential donors, beneficiaries and others to find the charities they want on the Register of Charities.

We show the classifications you have previously chosen with a tick under 'Current details' to the left of the page. Please check these. If the details are incorrect or incomplete, please amend by crossing the relevant 'Remove' or 'Add' boxes next to each classification. The classifications are broad categories. We cannot tailor these to suit individual charities, so we cannot accept any handwritten notes you add to this section. You should select at least one category under each of the three headings to describe your activities. These classifications will be made public.

PART B – FINANCIAL INFORMATION

You will need a final version of the charity’s published accounts to complete Part B. Trustees should ensure that this section is completed by a competent person who is familiar with the charity’s accounts.

If your charity controls any subsidiary undertakings, it is likely that consolidated or group accounts will have been prepared. You should complete this section using the consolidated accounts, not the accounts of the charity alone. Please put a cross in the relevant box at the top of this section to show whether you are basing your answers on consolidated accounts or charity-only accounts.

All fields are mandatory so if you have nothing to enter in a particular box, you should enter zero. Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand.

B1 – Resources

The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA). Throughout this section, please enter numbers without signs (e.g. £, minus or brackets) and without commas or full stops.

B1.1 – Voluntary income

Voluntary income comprises incoming resources from the following sources:

- gifts and donations received, including legacies;
- any tax reclaimed on amounts received under gift aid;
- grants that provide core funding or are of a general nature;
- membership subscriptions and sponsorships where these are, in effect, donations; and
- gifts in kind and donated services and facilities.

Voluntary income is defined in the Charities Statement of Recommended Practice (SORP) at paragraph 121 and is shown on row A1a of table 3 in the SORP.

B1.1a – Legacies

This is the amount of legacies received that is part of voluntary income (B1.1). If any legacies are to be retained as endowment, please include them in B1.1b instead of B1.1a. Please note this field is for supplementary information only. You do not need to adjust B1.1 by this amount as all the year’s legacies should be included in voluntary income.

B1.1b – Endowments received

This is the amount of the year's voluntary income (B1.1) that has been added to endowments. Endowment receipts include any settlements from a donor, including any legacies that you must retain as endowment capital. It does not include capital gains (or interest) that may arise from the endowments. Please note that this field is for supplementary information only. You do not need to adjust B1.1 by this amount as all endowment legacy should be included in voluntary income.

B1.2 – Activities for generating funds

This includes resources generated by trading activities that specifically raise funds for the charity; for example:

- fundraising events such as jumble sales, firework displays and concerts;
- sponsorships and social lotteries which are not pure donations;
- shop income from selling donated goods and bought-in goods;
- providing goods and services other than for the benefit of the charity's beneficiaries; and
- letting and licensing property held mainly for functional use but temporarily surplus to requirements.

Activities for generating funds are defined in the Charities SORP at paragraph 137 and shown at row A1b of table 3 in the SORP.

B1.3 – Investment income

Investment income includes incoming resources from investment assets, including dividends, interest receivable and rent, but excludes realised and unrealised investment gains and losses (see B2.3).

Investment income is shown at row A1c of table 3 of the Charities SORP.

B1.4 – Incoming resources from charitable activities

Incoming resources from charitable activities include any resources arising from activities promoting the charity's objects. These include:

- sale of goods or services as a charitable activity;
- sale of goods made or services provided by the charity's beneficiaries;
- letting of non-investment property in carrying out the charity's objects;
- grants specifically for the provision of goods or services as part of charitable activities or services to beneficiaries (including performance-related grants); and
- ancillary trades connected with the above.

Charitable trading is shown at row A2 of table 3 of the Charities SORP.

B1.5 – Other incoming resources

This amount includes gains on the disposal of tangible fixed assets and receipt of any other incoming resources that cannot be accounted for in the categories above (B1.1 to B1.4).

The amount is shown at row A3 of table 3 of the Charities SORP.

B1.6 – Total incoming resources

This is the total of all the incoming resources and should equal the sum of fields B1.1 to B1.5, excluding B1.1a and B1.1b.

B1.7 – Costs of generating voluntary income

This amount includes the costs of generating the voluntary income listed at B1.1 (for example donations, legacies, core funding grants and gifts in kind). The costs may include fundraising, advertising, marketing and direct mail materials, as well as any payments to an agent. They will normally include publicity costs but exclude the cost of educational material produced to promote the charity's work, which is classed as a cost of charitable activities.

These costs are shown at row B1a of table 3 of the Charities SORP.

B1.8 – Fundraising trading costs

Fundraising trading costs include all the costs incurred in generating the income listed in B1.2, and include:

- the cost of goods sold or services provided as part of the trade; and
- other costs related to the trade, such as staff and premises costs.

These costs are shown at row B1b of table 3 of the Charities SORP.

B1.9 – Investment management costs

Investment management costs include costs of obtaining investment advice, managing the portfolio and, for investment property, rent collection, property repairs and maintenance costs.

These costs are shown at row B1c of table 3 of the Charities SORP.

B1.10 – Costs of charitable activities

These comprise all the resources applied in meeting the charitable objectives, including amounts spent on:

- grants;
- the direct provision of charitable services; and
- a proportion of the charity's support costs, which if allocated will be explained in the notes to the accounts.

They exclude:

- the cost of raising funds to finance these activities; and
- the cost of governance of the charity.

These costs are shown at row B2 of table 3 of the Charities SORP.

B1.10a – Grants to institutions

Grants to institutions form part of the costs of charitable activities. The SORP defines these as being grants not made to individuals. They may be either general support grants or grants made for some restricted purpose.

In this context grants do not include any allocated charity's support costs. The amount of grants paid to institutions should be disclosed in the notes to the accounts.

Please note this field is for supplementary information only. You do not need to adjust B1.10 by this amount as it should be included in costs of charitable activities.

B1.11 – Governance costs

Governance costs include the general costs of running the charity. They normally include audit costs, legal advice to trustees and costs of meeting constitutional and statutory requirements (e.g. trustee meetings and annual statutory accounts), and could include the cost of strategic planning processes.

Governance costs are shown at row B3 of table 3 of the Charities SORP.

B1.12 – Other resources expended

This category will rarely be used as most expenditure can be categorised under the fields B1.7 to B1.11, but where it is used, the amount will be as shown at row B4 of table 3 of the Charities SORP.

B1.13 – Total resources expended

This is the sum of all resources expended. This should equal the sum of B1.7 to B1.12, excluding B1.10a.

B2 – Other recognised gains/losses

The information you need to complete this section will generally be found in the SoFA or in the notes to the accounts. Please enter numbers without commas or full stops and without signs (e.g. £ or brackets) unless they are losses, in which case you should enter them with a minus sign.

B2.1 – Revaluations of tangible fixed assets

This is the amount of any change in the value of tangible fixed assets (i.e. all assets not held for investment purposes) as a result of a revaluation during the financial year. Do not enter the total value of fixed assets from the balance sheet.

The amount is shown at row D1 of table 3 of the Charities SORP.

B2.2 – Actuarial gains/losses on defined benefit pension schemes

If your charity operates a defined benefit pension scheme, this figure will include the actuarial gains or losses on the scheme as reported in the SoFA.

This amount is shown at row D3 of table 3 of the Charities SORP.

B2.3 – Gains/losses on investment assets

This is the total of any unrealised gains and losses resulting from the revaluation of investment assets to market value, and gains and losses realised on the disposal of investment assets during the year.

This amount is shown at row D2 of table 3 of the Charities SORP.

B3 – Assets and liabilities

This section includes amounts extracted from either the balance sheet or notes to the accounts at the end of the accounting year. If you have nothing to report here, please enter zero. Please enter numbers in fields B3.1 to B3.4, B3.7 and B3.7a without signs (e.g. £, minus or brackets) and without commas or full stops. You should enter a minus sign in fields B3.5 to B3.11 (apart from B3.7 and B3.7a) if there is a liability.

B3.1 – Total fixed assets

Fixed assets are those held for continuing use and include tangible fixed assets such as land, buildings, equipment and vehicles, and any investments held on a long-term basis to generate income or gains. Some charities may also hold heritage assets that are maintained or preserved as part of the charity's objects, or intangible assets such as patents. These should also be included.

The total amount of fixed assets will be shown on the balance sheet and is the total of section A of table 7 of the Charities SORP.

B3.1a – Fixed asset investments

Fixed asset investments are held for the long term to generate income or gains and may include quoted and unquoted shares, bonds, gilts, common investment funds, investment property and term deposits held as part of an investment portfolio. Fixed asset investments will exclude programme-related investments, shown at row A4a of table 7 of the Charities SORP. Please note this field is for supplementary information only. You do not need to adjust B3.1 by this amount as it should be included in total fixed assets.

B3.2 – Total current assets

Total current assets include stock, debtors, current asset investments and cash. The amount is shown as the total of section B of table 7 of the Charities SORP.

B3.2a – Current asset investments

Current asset investments are held with the intention of disposing of them within the next 12 months. Such investments are those shown at row B3 of table 7 of the Charities SORP. Please note this field is for supplementary information only. You do not need to adjust B3.2 by this amount as it should be included in total current assets.

B3.2b – Cash

This amount includes deposits with banks and other financial institutions, which are repayable on demand, but excludes bank overdrafts. Cash is shown at row B4 of table 7 of the Charities SORP. Please note this field is for supplementary information only. You do not need to adjust B3.2 by this amount as it should be included in total current assets.

B3.3 – Creditors due within one year

These are amounts owed to creditors and include loans and overdrafts, trade creditors, accruals and deferred income; they are payable within one year and are shown at row C1 of table 7 of the Charities SORP.

B3.4 – Long-term creditors and provisions

These are amounts owed to creditors payable after more than one year, with provisions for liabilities and charges, and are the total of rows C2 and C3 of table 7 of the Charities SORP.

B3.5 – Pension fund assets/(liabilities)

This is the surplus or deficit in any defined benefit pension scheme operated and represents a potential long-term asset or liability.

The pension fund asset or liability is shown at row D of table 7 of the Charities SORP. Enter a liability with a minus sign.

B3.6 – Total net assets/(liabilities)

This is the total of all assets shown less all liabilities. The amount is shown on table 7 of the Charities SORP as net assets or liabilities, including any pension fund asset or liability, and is equal to the amount entered at B3.11. Enter a liability with a minus sign.

B3.7 – Total fixed assets (at start of year)

The total amount of fixed assets at the start of the year will be shown in the comparative figures of the balance sheet and in the notes to the accounts.

The amount is shown as the total of section A of table 7 of the Charities SORP for the previous year.

B3.7a – Fixed asset investments (at start of year)

Fixed asset investments at the start of the year will be shown in the comparative figures of the balance sheet and in the notes to the accounts.

The amount is shown at row A4a of table 7 of the Charities SORP for the previous financial year-end. Please note this field is for supplementary information only. You do not need to adjust B3.2 by this amount as it should be included in total current assets.

B3.8 – Endowment funds

Endowment funds include the amount of all permanent and expendable endowment funds.

The amount is shown at row E1 of table 7 of the Charities SORP.

B3.9 – Restricted funds

Restricted funds include the amount of all funds held that must be spent on particular purposes of the charity.

The amount is shown at row E2 of table 7 of the Charities SORP.

B3.10 – Unrestricted funds

Unrestricted funds include the amount of all funds held for the general purposes of the charity. This will include unrestricted income funds, designated funds, revaluation reserves and any pension reserve.

The amount is shown as the total of section E3 of table 7 of the Charities SORP. A deficit should be entered with a minus sign.

B3.11 – Total funds

Total funds include all funds shown on the balance sheet and comprise endowments, restricted income and unrestricted funds.

The amount is shown as the total of section E of table 7 of the Charities SORP and is equal to the total net assets shown at B3.6.

B4 – Additional information

The information you need to complete this section will generally be found in the notes to the accounts. Throughout this section, please enter numbers without signs (e.g. £, minus or brackets) and without commas or full stops.

B4.1 – Support costs

Support costs are those which, while necessary to deliver an activity, do not themselves produce the activity. They include the central office functions of the charity and are often apportioned to activities. The amount shown here is the total amount of support costs (for charitable, fundraising and governance activities) included in resources expended. This amount will be shown in the notes to the accounts if it is significant.

B4.2 – Depreciation charge for the year

This is the amount of depreciation on tangible fixed assets (including impairment charges, if any), which will be shown as the charge for the year in the tangible fixed asset note to the accounts.

B4.3 – Level of reserves

The level of reserves is calculated in accordance with glossary GL51 of the SORP and is stated in the trustees' annual report (TAR). It will normally include the amount of unrestricted funds that are freely available for use, and will normally exclude endowments.

B4.4 – Number of full-time equivalent employees

This is the number of employees that is stated in the notes to the accounts in accordance with paragraph 235 of the SORP.

B4.5 – Number of UK volunteers (optional)

Enter here 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.

REPORTING SERIOUS INCIDENTS

GUIDANCE FOR TRUSTEES

Trustees have a duty to take reasonable steps to assess and lessen any risks to their charity's activities or beneficiaries, property, work, or reputation. We aim to target our resources where the risks are highest.

This year we are again requiring you to confirm that you, as trustees, have reported any serious incidents to us as they have occurred, which have caused or could cause harm to your charity, or if you have not done so to report them as part of the Annual Return.

Legal requirement

All trustees should provide information about serious incidents as soon as possible after they become aware of them. If your charity has an income over £25,000 you must, as part of the Annual Return, confirm that there are no serious incidents or other matters relating to your charity over the previous financial year that you should have brought to our attention but have not. Failure to confirm this will be regarded as a breach of legal requirements.

Best practice

As a matter of best practice, any serious incident that has resulted or could result in a significant loss of funds or a significant risk to a charity's property, work, beneficiaries or reputation should be reported to us immediately, not just on completion of the Annual Return.

What is serious or significant?

This is for you to decide in the context of your charity. We take a risk-based and proportionate approach to regulation and target our action where we can have greatest impact. Our approach to issues of serious concern takes into account the severity of the issue in relation to the size and character of the charity and the risk to its assets, beneficiaries, integrity and reputation, as well as the risk to the public and to the reputation of the charity sector in general.

We will immediately assess all serious incident reports objectively to decide the most proportionate and effective response. This means we decide whether we will get further involved with the issue, the level of priority and attention we will give it and where in the Commission it will be dealt with. This depends on the particular circumstances, the seriousness and scale of the problem, and the available evidence.

We treat each case individually. We consider factors that may increase or decrease the risks to the charity. These factors affect the degree of attention we give the case and the resources we use. Here are a few examples of the factors that modify our approach:

- the proportion of assets at risk;
- the public profile of the charity (for example if it is a household name);
- the public profile of the serious incident;

- the risk to the charity's reputation and to the charity sector as a whole;
- how far services have been withdrawn as a result of the serious incident;
- the risk of further harm to the charity or its beneficiaries; and
- whether the charity has been previously investigated or given advice and guidance on the issue.

We give some guidance on what is serious or significant in the notes that follow.

We have also identified several 'zero tolerance' issues, where the issue itself causes such serious concern that we will always deal with it as a priority. These issues are, in no particular order:

- connections to proscribed (banned) organisations;
- charity links to or support for terrorism, financial or otherwise;
- misuse of a charity to foster criminal extremism;
- fraud and money laundering;
- abuse of vulnerable beneficiaries;
- not having adequate measures in place to protect vulnerable beneficiaries;
- sham charities, set up for illegal or improper purposes.

Criminal activity

You should inform the police and the Commission of any suspected criminal activity within or involving the charity as soon as possible after the incident. This includes where an individual may have committed an offence that calls into question their suitability to be involved in a charity, whether as a trustee, member of staff or volunteer.

What if I have already reported an incident?

If you have already reported it to us, you don't need to tell us again. However, if you have already reported a serious incident, or a suspicion or allegation of a serious incident, to the police or another regulator or agency but not to us, you should also report this to us.

What if it is just an allegation or suspicion?

You should still report this to us if you have received information that leads you to believe or suspect that a serious incident has happened and you have reasonable grounds for the suspicion. Trustees are responsible for taking appropriate action in response to a suspicion and we will expect to know what you have done. One of our statutory functions is to identify and investigate apparent misconduct or mismanagement in the administration of charities. We take an evidence-based approach in deciding our regulatory response, if any.

SERIOUS INCIDENTS

Fraud, theft or significant loss of funds or other property

You should report to us any actual or suspected fraud or theft (or loss due to any other actual or suspected criminal activity) regardless of the scale of funds or value of other property involved.

You should also report to us any significant loss due to other causes. As a guide, we would expect you to report any loss of funds or other property with a value of 20% or more of the charity's income, or £25,000, whichever is the smaller amount. For amounts lower than that you should decide if they are significant for your charity and should be reported, taking the charity's income, work and other modifying factors into account. This does not include the value of investment funds lost in the ordinary course of investment business.

Significant sums of money or other property donated to the charity from an unknown or unverified source

This could mean an unusually large one-off donation or regular smaller donations from a source that you cannot identify or cannot check. Donations may take forms other than money, e.g. shares or goods.

Here, we would expect you to report any such one-off payment equal to or greater than £25,000, or two or more payments that add up to this amount. The risks of accepting a donation from an unknown or unverified source may be greater when specific conditions are attached to the donation. It is best practice to know your donors, as it is to know your beneficiaries.

Legal requirement

Changes in tax law following the Finance Act 2006 section 54 mean that a charity must keep records of significant donors and benefits received by those donors. This is to avoid a tax liability. Trustees' general legal duties mean that they must act with due diligence in the receipt (and expenditure) of funds.

The charity (including any individual staff, trustees or volunteers) has any known or alleged link to a proscribed (banned) organisation or to terrorist or other unlawful activity

If this comes to your attention, or you suspect that another trustee, member of staff, volunteer or anyone associated with the charity has any such links, you should immediately inform the police and us.

Our policy on charities and terrorism can be viewed on our website. Operational Guidance OG96 Charities and Terrorism, which is also on our website, explains more about the principles for handling allegations of charities' involvement in terrorism; the duties of trustees; and the reporting of suspicions.

You can find a list of proscribed organisations on the Home Office website at www.homeoffice.gov.uk. There is a list of entities or people designated under terrorism legislation on the HM Treasury website at www.hm-treasury.gov.uk, with guidance on designation.

A person disqualified from acting as a trustee has been or is currently acting as a trustee of the charity

How you handle this kind of incident and the two incidents that follow will show whether you have proper systems in place to check the eligibility of trustees and to safeguard children and other vulnerable beneficiaries.

Legal requirement

Some people are disqualified by law from acting as trustees, including anyone described in section 72(1) of the Charities Act 1993. You can get more details in our publication CC30 Finding New Trustees – What charities need to know.

It is normally an offence to act as a trustee while disqualified unless we have given a waiver under section 72(4) of the Charities Act 1993 (some special provisions apply to the administration of charitable companies). In addition to the disqualifications above, which apply to all types of charities, the Criminal Justice and Court Services Act 2000 disqualifies certain individuals from holding a range of positions, including trusteeship, in children's charities. We do not have the authority to give a waiver for this type of disqualification.

There may also be restrictions in the charity's governing document.

You can get more information about disqualifications and waivers of disqualification on our website.

The charity does not have a policy for safeguarding its vulnerable beneficiaries (e.g. children and young people, people with disabilities and the elderly/old people)

Trustees should have systems in place for safeguarding vulnerable beneficiaries. You can see our guidance on safeguarding children on our website.

We do not administer legislation on safeguarding children and vulnerable adults, but we are concerned to protect public confidence in the integrity of charities.

The Department for Children, Schools and Families is responsible for government policy on safeguarding children. You can get more information at www.everychildmatters.gov.uk.

The Department of Health is responsible for government policy on safeguarding vulnerable adults. There is more information at www.dh.gov.uk.

The legislation on safeguarding children and vulnerable adults is changing. For the latest information, please visit www.everychildmatters.gov.uk/independentsafeguardingauthority/.

CRB checks

Are CRB checks a legal requirement?

Making a CRB check involves disclosing sensitive, personal information that would normally be confidential, so there is only a legal entitlement to make checks for some positions. But for some specific positions within this group a CRB check is a legal requirement.

Our website gives details of when CRB checks are legally required.

What should trustees do?

You must make CRB checks if these are legally required. In addition we advise you to make CRB checks if you are legally entitled to do so; this will ensure you fulfil your trustee duties. CRB checks on continuing trustees should be carried out regularly.

Ultimately trustees need to decide whether there is a legal requirement or entitlement to make CRB checks. The legislation is complex: take professional advice if necessary.

If you do not make CRB checks and vulnerable beneficiaries are put at risk as a result, we will look at whether there was a legal requirement or entitlement to carry out checks. This will help us decide whether or not the charity is being properly managed.

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

The law does not require charities to ask prospective new trustees to sign a declaration of their eligibility to act but it is best practice to do so. You can see a model declaration on our website.

There are legal restrictions on who can be a trustee. We would have a serious regulatory concern if you had failed to put systems in place to vet trustees or to protect vulnerable beneficiaries.

You should ensure that you have suitable vetting procedures for staff and volunteers. These could include CRB checks where appropriate (see information about CRB checks above).

Suspensions, allegations and incidents of abuse or mistreatment of beneficiaries

You should report this if :-

- there has been an incident where the beneficiaries of your charity have been or are being abused or mistreated whilst under the care of your charity or by someone connected with your charity, e.g a trustee, member of staff, or volunteer; and/or
- there has been an incident where someone has been abused or mistreated and this is connected with the activities of the charity; and/or
- allegations have been made that this may be the case (irrespective of when the alleged abuse or mistreatment took place); and/or
- you have grounds to suspect that this may be the case.

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 (e.g. the Health and Safety Executive, Ofsted)

You should inform us if the charity has been the subject of any criminal investigation or if another regulator or agency has imposed any formal sanction on it. If you are unsure what 'concerns' should be reported to us, you should refer back to the zero-tolerance issues (listed on page 26) as a starting point. Our teams can advise on a case-by-case basis.

Reporting an incident

Questions we may ask

When you report a serious incident to us, you should provide as much information as possible to help us decide what, if any, action is appropriate. You may not have all the details but please be prepared to answer and provide information about the incident. For any incident, it would be helpful if you told us:

- whether the incident has happened or whether there have been serious allegations/suspicions that it has happened;
- when the incident happened and who was involved, including his or her position in the charity;
- if this person is still involved with the charity;
- the effect of the incident on the charity or its beneficiaries or both;
- what action, if any, has been taken since the incident;
- if there has been any publicity about the incident;
- if the charity has conducted its own inquiry into the incident and what was the outcome;
- if another regulator or law-enforcement or government agency is involved and what action it has taken, if any.

What will we do next?

Following reports or allegations we will assess the circumstances of each case. This may involve gathering more information, testing any allegations and contacting other regulators or the police. The officer conducting the evaluation will take a view on the information provided and use our risk-assessment criteria to decide what action is appropriate. We cannot say what our action will be for any given issue, as our response will depend on:

- the charity and its ability to comply with legal requirements and best-practice recommendations;
- actions that you may already have taken to protect the charity; and
- whether our involvement will help the situation.

Our response may be that:

- regulatory issues do not arise, or they are not sufficient to justify action by us;
- regulatory issues do arise, and are likely to be best resolved through advice and assistance;
- regulatory issues have arisen in the past but you have taken appropriate steps to deal with them and we will take no further action;
- the police or another agency are best placed to take the issues forward;
- we have a concern but rather than take action, we will monitor the charity through closer oversight for a period of time; or
- issues arise that are serious or complex enough to make us consider opening an inquiry (this is rare).

Generally we try to work with the consent of trustees to resolve serious concerns. Our concern is always, first and foremost, the charity and public confidence in charities generally.

Still not sure?

If you have any concerns or queries about what to report or how we will handle information you provide, please email rsi@charitycommission.gsi.gov.uk or call 0845 3000 218, and one of our advisers will help you.

Send your completed form to

Charity Commission
PO Box 1300
Liverpool
L69 3BF

For all other enquiries contact us at

Charity Commission Direct
PO Box 1227
Liverpool
L69 3UG

Telephone

0845 3000 218
0845 3000 197 (Online Services advice)

Textphone

0845 3000 219

Email

enquiries@charitycommission.gsi.gov.uk

Web

www.charitycommission.gov.uk

