



ANNUAL RETURN 2007

Charity number:

Submission deadline:

Some of the information you give in this form will become publicly available on the Register of Charities in accordance with s.3(8) of the Charities Act 1993. For your information, we have marked those fields with the symbol **P**.

Please see the separate **Guidance Notes** for help on all parts of the form.

PART A – CHARITY INFORMATION

A1 – Financial year

Complete the Annual Return for financial years ending on or after 1st January 2007.

Current details	Amended details
→ Financial year start P	→ <input type="text" value="d"/> <input type="text" value="d"/> / <input type="text" value="m"/> <input type="text" value="m"/> / <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>
→ Financial year end P	→ <input type="text" value="d"/> <input type="text" value="d"/> / <input type="text" value="m"/> <input type="text" value="m"/> / <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>
→ Next financial year end	→ <input type="text" value="d"/> <input type="text" value="d"/> / <input type="text" value="m"/> <input type="text" value="m"/> / <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>

A2 – Income and expenditure

Enter below your charity's gross income and total expenditure for the financial year shown at A1. See the Guidance Notes for information on what should and should not be included. **PLEASE ROUND FIGURES TO THE NEAREST POUND.**

Gross income P	→ £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Total expenditure P	→ £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

A3 – Charity contact

The current contact details for your charity are printed below. If the details are correct, go to **A4**. **Do not amend the details printed on this page.**

- To supply details of a new individual contact, go to **A3a**
- To supply details of a new organisation contact, go to **A3b**
- To amend individual contact details, go to **A3a**
- To amend organisation contact details, go to **A3b**

Your current contact is an: **individual**

→ Title:

→ Personal names:

→ Family name:

→ Suffix:

→ Date of birth:

→ Telephone **P**:

→ Fax **P**:

Your contact details as shown on the public register are as below **P**:

A3a – New or amended individual charity contact

Use this section to give details of a new individual charity contact or to amend details of an existing one.

- Please supply a full set of details, including name, full address and date of birth
- To amend an organisation contact, use **A3b**
- To replace an individual contact with an organisation contact, use **A3b**

You may supply a preferred name for the individual contact, which we will display on the public register. Otherwise the displayed name will be the combination of title, personal names, family name and suffixes if you do not state an alternative.

Title:	→	<input type="text"/>
Personal names:	→	<input type="text"/>
Family name:	→	<input type="text"/>
Suffix:	→	<input type="text"/>
Preferred name P :	→	<input type="text"/>
Date of birth:	→	<input type="text"/>
Address P :	→	<input type="text"/>
Address P :	→	<input type="text"/>
Address P :	→	<input type="text"/>
Address P :	→	<input type="text"/>
Address P :	→	<input type="text"/>
Address P :	→	<input type="text"/>
Postcode P :	→	<input type="text"/>
Telephone P :	→	<input type="text"/>
Fax P :	→	<input type="text"/>

A3b – New or amended organisation charity contact

Use this section to give details of a new organisation contact or amend an existing one.

- Please supply a full set of details, including organisation name, full address and postcode
- To amend an individual contact, use **A3a**
- To replace an organisation contact with an individual contact, use **A3a**

Organisation name P :	→	<input type="text"/>
Address P :	→	<input type="text"/>
Address P :	→	<input type="text"/>
Address P :	→	<input type="text"/>
Address P :	→	<input type="text"/>
Address P :	→	<input type="text"/>
Postcode P :	→	<input type="text"/>
Telephone P :	→	<input type="text"/>
Fax P :	→	<input type="text"/>

A4 – Corporate trustee

Printed below are details of the corporate trustee that we currently hold for your charity.

- If these details are correct, continue to **A5**
- If the corporate trustee needs removing, cross the 'No longer trustee' box
- To make amendments, use **A4a**. Please give a full set of details
- To give details of a new corporate trustee, use **A4a**. Please give a full set of corrected details
- Do not amend the printed details below

We do not have space to pre-print more than one corporate trustee. If your charity has more than one, please attach a covering letter stating the name and full address of each corporate trustee.

No longer trustee →

→ Corporate trustee name **P** :

→ Address:

→ Address:

→ Address:

→ Address:

→ Address:

→ Postcode:

→ Telephone:

→ Email:

A4a – New or amended corporate trustee

Use this section to give us details of a new or amended corporate trustee. Make sure you include full details, whether amending an existing corporate trustee or supplying details of a new one. Full details must include:

- corporate trustee name
- full address, including postcode
- telephone number.

If you wish, you can also supply an email address.

Corporate trustee name P :	→	<input type="text"/>
Address:	→	<input type="text"/>
Address:	→	<input type="text"/>
Address:	→	<input type="text"/>
Address:	→	<input type="text"/>
Address:	→	<input type="text"/>
Postcode:	→	<input type="text"/>
Telephone:	→	<input type="text"/>
Email:	→	<input type="text"/>

Trustee no longer has an email address →

A5 – Current individual trustees

If the charity trustees are individuals, the details we hold are printed below, under ‘Current trustee’.

- If a trustee's details need to be completely removed, cross the ‘No longer trustee’ box above each entry
- If these details need amending, use the ‘Amended details’ box alongside each entry
- If these details are correct, go to section **A6**
- To add a new or replacement trustee, go to section **A6**

The trustee information you supply should reflect the trustee body **on the day the form is completed**, rather than at the financial year end.

If any part of a name or address printed below is incorrect or incomplete, enter the correct details in full (including the personal names, family name, date of birth, full address and postcode) in the ‘Amended details’ box alongside the incorrect entry. Please note that we need each trustees’ home address rather than a work or charity address.

Please ensure we have a complete set of details for each trustee. Trustees without a complete set of details will not be recorded on our Register of Charities. Please note we publish only trustees’ names on the Register. We do not make other personal details publicly available

You may supply a full preferred name for each trustee, which we will display on the public register. Otherwise the displayed name will be the combination of title, personal names, family name and suffix if no alternative is given.

You may choose to give optional personal email addresses for each of the charity's trustees. If you do so, we may email the trustees with important updates about trusteeship from time to time.

Cross this box if they do not wish to receive these updates: →

Current trustee 1

No longer trustee →

Current details

- Title:
- Personal names:
- Family name:
- Suffix:
- Preferred name **P**:
- Date of birth:
- Address:
- Address:
- Address:
- Address:
- Address:
- Address:
- Postcode:
- Telephone:
- Email:

Trustee is chair of the charity **P** →

Amended details

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Trustee no longer has an email address →

Current trustee 2

No longer trustee →

Current details

- Title:
- Personal names:
- Family name:
- Suffix:
- Preferred name **P**:
- Date of birth:
- Address:
- Address:
- Address:
- Address:
- Address:
- Address:
- Postcode:
- Telephone:
- Email:

Trustee is chair of the charity **P** →

Amended details

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Trustee no longer has an email address →

Current trustee 3

No longer trustee →

Current details

- Title:
- Personal names:
- Family name:
- Suffix:
- Preferred name **P**:
- Date of birth:
- Address:
- Address:
- Address:
- Address:
- Address:
- Address:
- Postcode:
- Telephone:
- Email:

Trustee is chair of the charity **P** →

Amended details

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Trustee no longer has an email address →

Current trustee 4

No longer trustee →

Current details

- Title:
- Personal names:
- Family name:
- Suffix:
- Preferred name **P**:
- Date of birth:
- Address:
- Address:
- Address:
- Address:
- Address:
- Address:
- Postcode:
- Telephone:
- Email:

Trustee is chair of the charity **P** →

Amended details

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Trustee no longer has an email address →

Current trustee 5

No longer trustee →

Current details

- Title:
- Personal names:
- Family name:
- Suffix:
- Preferred name **P**:
- Date of birth:
- Address:
- Address:
- Address:
- Address:
- Address:
- Address:
- Postcode:
- Telephone:
- Email:

Trustee is chair of the charity **P** →

Amended details

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Trustee no longer has an email address →

Current trustee 6

No longer trustee

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Current details

- Title:
- Personal names:
- Family name:
- Suffix:
- Preferred name **P** :
- Date of birth:
- Address:
- Address:
- Address:
- Address:
- Address:
- Address:
- Postcode:
- Telephone:
- Email:

Trustee is chair of the charity **P** →

Amended details

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Trustee no longer has an email address →

Current trustee 7

No longer trustee

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Current details

- Title:
- Personal names:
- Family name:
- Suffix:
- Preferred name **P** :
- Date of birth:
- Address:
- Address:
- Address:
- Address:
- Address:
- Address:
- Postcode:
- Telephone:
- Email:

Trustee is chair of the charity **P** →

Amended details

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Trustee no longer has an email address →

Current trustee 8

No longer trustee →

Current details

- Title:
- Personal names:
- Family name:
- Suffix:
- Preferred name **P** :
- Date of birth:
- Address:
- Address:
- Address:
- Address:
- Address:
- Address:
- Postcode:
- Telephone:
- Email:

Trustee is chair of the charity **P** →

Amended details

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Trustee no longer has an email address →

Current trustee 9

No longer trustee →

Current details

- Title:
- Personal names:
- Family name:
- Suffix:
- Preferred name **P** :
- Date of birth:
- Address:
- Address:
- Address:
- Address:
- Address:
- Address:
- Postcode:
- Telephone:
- Email:

Trustee is chair of the charity **P** →

Amended details

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Trustee no longer has an email address →

A6 – New individual trustees

Enter below any new trustees or trustees who have been acting for some time but are not listed in **A5**.

The information you supply should reflect the details of the current trustees **on the day the form is completed**, rather than at the financial year end.

All of the following are required for each individual:

- Personal names (also known as first or given names).
- Family name (also known as surname).
- Date of birth
- Full address and postcode. Please note that we need the trustee's home address, rather than a work or charity address.

Please ensure we have all of the above details for each trustee. The names of any trustees with an incomplete set of details will not be recorded on the Register of Charities.

You may supply a full preferred name for each trustee, which we will display on the public register. Otherwise the displayed name will be the combination of title, personal names, family name and suffix if no alternative is given.

Dates of birth are mainly needed to confirm that individuals are legally eligible to act as a trustee but also for identification and intelligence purposes. Please note we publish only trustees' names on the Register. We do not make other personal details publicly available.

Unless a dispensation is granted, the trustees' names will appear on the Register of Charities. For information on dispensations, or if your charity has more new trustees than you can enter on this form, please call Charity Commission Direct on 0845 300 0218.

If you do not need to provide details of any new trustees, go to **A7**.

New trustee 1

New trustee 2

<input type="text"/>	←	Title	→	<input type="text"/>
<input type="text"/>	←	Personal names	→	<input type="text"/>
<input type="text"/>	←	Family name	→	<input type="text"/>
<input type="text"/>	←	Suffix	→	<input type="text"/>
<input type="text"/>	←	Preferred name P	→	<input type="text"/>
<input type="text"/>	←	Date of birth	→	<input type="text"/>
<input type="text"/>	←	Address	→	<input type="text"/>
<input type="text"/>	←	Address	→	<input type="text"/>
<input type="text"/>	←	Address	→	<input type="text"/>
<input type="text"/>	←	Address	→	<input type="text"/>
<input type="text"/>	←	Address	→	<input type="text"/>
<input type="text"/>	←	Postcode	→	<input type="text"/>
<input type="text"/>	←	Telephone	→	<input type="text"/>
<input type="text"/>	←	Email	→	<input type="text"/>
Trustee is chair of the charity P	→		→	<input type="checkbox"/>

New trustee 3

New trustee 4

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Title

Personal names

Family name

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Preferred name **P**

Date of birth

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Trustee is chair of the charity **P** →

Trustee is chair of the charity **P** →

New trustee 5

New trustee 6

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Personal names

Family name

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Preferred name **P**

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Trustee is chair of the charity **P** →

Trustee is chair of the charity **P** →

A7 – Area of operation

We have printed below up to ten areas that we currently hold for your charity. If it operates in more areas, you can use our online service to view the full details and amend this data. Please remove any of the entries below that are incorrect or no longer apply. To add areas, use **A7a** and **A7b**. All this information is public **P**.

Current details	Remove	Current details	Remove
→ 1	→ <input type="checkbox"/>	→ 6	→ <input type="checkbox"/>
→ 2	→ <input type="checkbox"/>	→ 7	→ <input type="checkbox"/>
→ 3	→ <input type="checkbox"/>	→ 8	→ <input type="checkbox"/>
→ 4	→ <input type="checkbox"/>	→ 9	→ <input type="checkbox"/>
→ 5	→ <input type="checkbox"/>	→ 10	→ <input type="checkbox"/>

A7a – Add an area in England or Wales

If your charity operates in specific parts of England or Wales (or both) not shown under 'current details', you can add local authority areas (up to a combined total of ten) using the spaces provided below. A local authority area is either a London Borough, a Unitary Authority, a Metropolitan Borough or a Non-Metropolitan County. We will accept only valid entries as listed in the Guidance Notes.

Local authority area	Local authority area
→ 1 <input type="text"/>	→ 6 <input type="text"/>
→ 2 <input type="text"/>	→ 7 <input type="text"/>
→ 3 <input type="text"/>	→ 8 <input type="text"/>
→ 4 <input type="text"/>	→ 9 <input type="text"/>
→ 5 <input type="text"/>	→ 10 <input type="text"/>

If your charity operates in more than ten local authority areas in England or Wales (or both), select one of the options below. If your charity operates in more than ten London Boroughs, you should select 'throughout London'. You can use this in combination with other specific areas given above. See the Guidance Notes for further details.

Charity operates:	Yes
throughout London (more than ten London Boroughs)	→ <input type="checkbox"/>
throughout England (more than ten local authority areas)	→ <input type="checkbox"/>
throughout Wales (more than ten local authority areas)	→ <input type="checkbox"/>
throughout England & Wales (more than ten local authority areas)	→ <input type="checkbox"/>

A7b – Add countries outside England and Wales

List every country outside England and Wales not shown under 'current details' in which your charity operates. If it operates in more than ten countries, you may wish to use our online service to view and amend these details or you can attach a separate list. We will accept only valid entries as listed in the Guidance Notes.

Country	Country
→ 1 <input type="text"/>	→ 6 <input type="text"/>
→ 2 <input type="text"/>	→ 7 <input type="text"/>
→ 3 <input type="text"/>	→ 8 <input type="text"/>
→ 4 <input type="text"/>	→ 9 <input type="text"/>
→ 5 <input type="text"/>	→ 10 <input type="text"/>

A8 – Charity classification

Select at least one category in each of the three sections to describe what you do. All this information is public **P**.

A8a – What does your charity do?

Current details		Remove	Add	
→	101 General charitable purposes	→	<input type="checkbox"/>	<input type="checkbox"/>
→	102 Education/training	→	<input type="checkbox"/>	<input type="checkbox"/>
→	103 Medical/health/sickness	→	<input type="checkbox"/>	<input type="checkbox"/>
→	104 Disability	→	<input type="checkbox"/>	<input type="checkbox"/>
→	105 Relief of poverty	→	<input type="checkbox"/>	<input type="checkbox"/>
→	106 Overseas aid/famine relief	→	<input type="checkbox"/>	<input type="checkbox"/>
→	107 Accommodation/housing	→	<input type="checkbox"/>	<input type="checkbox"/>
→	108 Religious activities	→	<input type="checkbox"/>	<input type="checkbox"/>
→	109 Arts/culture	→	<input type="checkbox"/>	<input type="checkbox"/>
→	110 Sport/recreation	→	<input type="checkbox"/>	<input type="checkbox"/>
→	111 Animals	→	<input type="checkbox"/>	<input type="checkbox"/>
→	112 Environment/conservation/heritage	→	<input type="checkbox"/>	<input type="checkbox"/>
→	113 Economic/community/development/employment	→	<input type="checkbox"/>	<input type="checkbox"/>
→	114 Other or none of these	→	<input type="checkbox"/>	<input type="checkbox"/>

A8b – Who does your charity help?

Current details		Remove	Add	
→	201 Children/young people	→	<input type="checkbox"/>	<input type="checkbox"/>
→	202 Elderly/old people	→	<input type="checkbox"/>	<input type="checkbox"/>
→	203 People with disabilities	→	<input type="checkbox"/>	<input type="checkbox"/>
→	204 People of a particular ethnic or racial origin	→	<input type="checkbox"/>	<input type="checkbox"/>
→	205 Other charities/voluntary bodies	→	<input type="checkbox"/>	<input type="checkbox"/>
→	206 Other defined groups	→	<input type="checkbox"/>	<input type="checkbox"/>
→	207 The general public/mankind	→	<input type="checkbox"/>	<input type="checkbox"/>

A8c – How does your charity operate?

Current details		Remove	Add	
→	301 Makes grants to individuals	→	<input type="checkbox"/>	<input type="checkbox"/>
→	302 Makes grants to organisations	→	<input type="checkbox"/>	<input type="checkbox"/>
→	303 Provides other finance	→	<input type="checkbox"/>	<input type="checkbox"/>
→	304 Provides human resources	→	<input type="checkbox"/>	<input type="checkbox"/>
→	305 Provides buildings/facilities/open space	→	<input type="checkbox"/>	<input type="checkbox"/>
→	306 Provides services	→	<input type="checkbox"/>	<input type="checkbox"/>
→	307 Provides advocacy/advice/information	→	<input type="checkbox"/>	<input type="checkbox"/>
→	308 Sponsors or undertakes research	→	<input type="checkbox"/>	<input type="checkbox"/>
→	309 Acts as an umbrella or resource body	→	<input type="checkbox"/>	<input type="checkbox"/>
→	310 Other or none of these	→	<input type="checkbox"/>	<input type="checkbox"/>

Reporting Serious incidents

Incidents that cause a significant loss of funds or pose serious risks to a charity's beneficiaries, resources or reputation should always be reported to the Commission as soon as possible.

If any of the serious incidents listed below have occurred since your last return, you should notify the Commission immediately if you have not already done so. Please read the Guidance Notes first to help you decide how to respond. Then either email seriousincidentreporting@charitycommission.gsi.gov.uk or call 0845 300 0218 to inform us.

SERIOUS INCIDENTS

- Significant fraud, theft or loss of funds.
- Significant sums of money or other property donated to the charity from an unknown or unverified source.
- The charity (including individual staff or trustees or both) has any known or alleged link to a proscribed organisation (see Guidance Notes) or to terrorist or other unlawful activities.
- A person disqualified from acting as 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 (e.g. 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.
- Beneficiaries have been or are suspected of being abused or mistreated.
- 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).

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 mainly concerned about criminal or unlawful activity, or very serious incidents about a charity that may affect its funds, property, beneficiaries or reputation. Some of the incidents listed above may not actually be criminal, but do suggest risks of potential criminal activity or other risks which, if they became reality, would cause serious harm to the charity.

LEGAL OBLIGATION

Trustees must provide information about serious incidents as part of the charity's Annual Return. Failure to do so will be regarded as a breach of legal requirements.

Charity Commission contact details

→ Address

The Charity Commission
PO Box 1268
Liverpool L69 3AR

→ Telephone

0845 300 0218

→ Minicom

0845 300 0219

→ Email

enquiries@charitycommission.gsi.gov.uk

→ Web

www.charitycommission.gov.uk

Remember to sign the declaration overleaf

Declaration

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

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

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



Title (in BLOCK CAPITALS)



Full name (in BLOCK CAPITALS)



Date



Daytime telephone number



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

Advice for the trustees and managers of

The following guidance may be useful for your trustees. To view these publications, please visit our website at www.charitycommission.gov.uk/publications. If, after reading the guidance, you need help or feel there is a matter on which you would benefit from advice, please call Charity Commission Direct on 0845 300 0218.

TRUSTEESHIP

[CC3 The Essential Trustee: What you need to know](#)

Provides guidance to all trustees, and those who are about to become trustees, on what is involved in being a charity trustee

ACCOUNTS

[CC15 Charity Accounts](#)

Preparing accounts under SORP 2005

RESERVES

[RS13 Tell It Like It Is](#)

Charities are urged to remove the mystique surrounding their reserves

FUNDRAISING

[CC20 Fund-Raising](#)

This leaflet explains charity fund-raising law and gives general advice

SOUND GOVERNANCE

[CC60 Hallmarks of an Effective Charity](#)

Focuses on the achievements, performance and impact of an effective charity as well as the principles which the Commission expects charities and charity trustees to adhere to.

[CC48 Charities and Meetings](#)

This publication gives guidance on the law and good practice of charity meetings.

