



Complete this form for financial years ending on or after 1 January 2009

Charity number and name

On the following pages we have printed information that we hold about your charity and ask you to change anything that is outdated or incorrect. Some of the information you give in this form will become publicly available on the Register of Charities. This information is marked **P**.

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS USING BLACK INK.

Remember:

- Check if you are required to submit your Trustees' Annual Report (TAR) and accounts.
- Ensure we receive your form before your submission deadline to avoid being shown as "overdue" on the Register of Charities.
- Depending on your charity's income level, you may not need to complete all parts of this form.
- Further information on specific parts of the form can be found in the guidance notes. References are shown with their page number next to the symbol .

YOUR ANNUAL RETURN SUBMISSION DEADLINE IS

<p>Income over £1,000,000</p> <p>You must complete and submit:</p> <ul style="list-style-type: none"> • Part A • Reporting Serious Incidents • Part B • Summary Information Return 	<p>Income £10,001 - £25,000</p> <p>You must only complete Part A</p>
<p>Income £500,001 - £1,000,000</p> <p>You must complete and submit:</p> <ul style="list-style-type: none"> • Part A • Reporting Serious Incidents • Part B 	<p>Income £0 - £10,000</p> <p>Only complete Part A. You should not submit accounts, but you must prepare and make them available upon request.</p>
<p>Income £25,001 - £500,000</p> <p>You must complete and submit:</p> <ul style="list-style-type: none"> • Part A • Reporting Serious Incidents 	

A3a New or amended individual contact p

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

- Please supply a full set of details, including personal and family names, full address, postcode and date of birth.
- To amend an organisation contact, use **A3b**.
- To replace an individual contact with an organisation as contact, use **A3b**.

You may supply a preferred name for the individual contact, which will be displayed on the Register of Charities. Otherwise the displayed name will be the combination of title, personal names, family name and suffix.

Title	<input type="text"/>
Personal names	<input type="text"/>
Family name	<input type="text"/>
Suffix	<input type="text"/>
Preferred name	<input type="text"/>
Date of birth	<input type="text" value="dd/mm/yyyy"/>
Address	<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"/>
Mobile	<input type="text"/>

A3b New or amended organisation contact p

Use this section to give details of a new organisation as 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 as contact with an individual contact, use **A3a**.

Organisation name	<input type="text"/>
Address	<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"/>
Mobile	<input type="text"/>

A7 Corporate Trustee p

If your charity has a corporate trustee, the details we hold are printed below.

- If these details are correct, go to **A8**.
- If the corporate trustee needs removing, tick the 'No longer trustee' box.
- To make amendments, use **A7a**. Please give a full set of corrected details.
- To give details of a new corporate trustee, use **A7a**. Please give a full set of details.
- Do not amend the printed details below.

We only have space to pre-print 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 name **P**

Address

Address

Address

Address

Address

Postcode

Telephone

Email

No longer trustee

A7a New or amended corporate trustee p

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.

If you wish, you can also supply a telephone number and an email address.

Corporate trustee name **P**

Address

Address

Address

Address

Address

Postcode

Telephone

Email

A8 Current individual trustees p

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, tick the 'No longer trustee' box below each entry
- If these details need amending, use the 'Amended details' box alongside each entry.
- To add a new or replacement trustee, go to **A9**.

The information you supply should reflect the trustee body **when 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 names, date of birth, full address and postcode) in the 'Amended details' boxes alongside.

Please note that we need each trustee's home address rather than a work or charity address.

Please ensure we have a complete set of details for each trustee. Trustees with an incomplete set of details will not be recorded on our Register of Charities. Please note that we publish only the names of trustees on the Register. We do not make other personal details publicly available.

You may supply a full preferred name for each trustee, which will be displayed on the Register of Charities. Otherwise the displayed name will be the combination of title, personal names, family name and suffix.

You may choose to give personal email addresses for each of the charity's trustees. If you do, we may email them with important updates about trusteeship from time to time. Tick the box below if you do not want any email updates sent to the charity trustees.

Trustees should not receive email updates

Current trustee 1

Current details

Amended details

Title

Personal names

Family name

Suffix

Preferred name **P**

Date of birth

 / /

Address

Address

Address

Address

Address

Postcode

Telephone

Email

No longer trustee

Trustee is chair of charity **P**

Current trustee 2

Current details

Amended details

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" 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"/>
Address	<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"/>

No longer trustee

Trustee is chair of charity **P**

Current trustee 3

Current details

Amended details

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" 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"/>
Address	<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"/>

No longer trustee

Trustee is chair of charity **P**

Current trustee 4

Current details

Amended details

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" value="d"/> <input type="text" value="d"/> <input type="text" value="/"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="/"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>
Address	<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"/>

No longer trustee

Trustee is chair of charity **P**

Current trustee 5

Current details

Amended details

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" value="d"/> <input type="text" value="d"/> <input type="text" value="/"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="/"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>
Address	<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"/>

No longer trustee

Trustee is chair of charity **P**

Current trustee 6

Current details

Amended details

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" 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"/>
Address	<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"/>

No longer trustee

Trustee is chair of charity **P**

Current trustee 7

Current details

Amended details

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" 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"/>
Address	<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"/>

No longer trustee

Trustee is chair of charity **P**

Current trustee 8

Current details

Amended details

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" 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"/>
Address	<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"/>

No longer trustee

Trustee is chair of charity **P**

Current trustee 9

Current details

Amended details

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" 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"/>
Address	<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"/>

No longer trustee

Trustee is chair of charity **P**

Current trustee 10

Current details

Amended details

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" 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"/>
Address	<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"/>

No longer trustee

Trustee is chair of charity **P**

Current trustee 11

Current details

Amended details

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" 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"/>
Address	<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"/>

No longer trustee

Trustee is chair of charity **P**

Current trustee 12

Current details

Amended details

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" value="d"/> <input type="text" value="d"/> <input type="text" value="/"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="/"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>
Address	<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"/>

No longer trustee

Trustee is chair of charity **P**

Current trustee 13

Current details

Amended details

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" value="d"/> <input type="text" value="d"/> <input type="text" value="/"/> <input type="text" value="m"/> <input type="text" value="m"/> <input type="text" value="/"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/> <input type="text" value="y"/>
Address	<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"/>

No longer trustee

Trustee is chair of charity **P**

A9 New individual trustees p

Enter the full details of any current trustees who are not listed in **A8**.

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

All the following are required for each individual:

- Personal names
- Family name
- Date of birth
- Full address and postcode.

Please note that we need the trustee's home address, rather than a work or charity address.

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 Register of Charities. Otherwise the displayed name will be the combination of title, personal names, family name and suffix. If you wish, you can also supply a telephone number and an email address.

We need dates of birth mainly to confirm that individuals are legally eligible to act as a trustee, but also for identification and intelligence purposes. Please note that we publish only the names of trustees 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, please call Charity Commission Direct on 0845 3000 218.

If you do not need to provide details of any new trustees, go to **A10**.

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 charity **P**

Trustee is chair of charity **P**

A10 Linked Charities p

Our records indicate that your report includes the finances and activities of nnn (subsidiary or constituent) charities. You can check their details on the Register of Charities at www.charitycommission.gov.uk.

If the list of linked charities on the Register is incorrect, or needs any amendment, please call our Contact Centre on 0845 3000 218.

A11 Area of operation in England and Wales p

Printed below are the areas in England and Wales that we currently hold for your charity. Please tick to remove any that no longer apply. To add other areas in England or Wales, go to **A11a**. All this information is public. **P**

Current details

No longer operates in this area

- | | |
|---|--------------------------|
| 1 | <input type="checkbox"/> |
| 2 | <input type="checkbox"/> |
| 3 | <input type="checkbox"/> |
| 4 | <input type="checkbox"/> |
| 5 | <input type="checkbox"/> |

Current details

No longer operates in this area

- | | |
|----|--------------------------|
| 6 | <input type="checkbox"/> |
| 7 | <input type="checkbox"/> |
| 8 | <input type="checkbox"/> |
| 9 | <input type="checkbox"/> |
| 10 | <input type="checkbox"/> |

A11a Add an area in England and Wales p

If your charity operates in **more than ten** local authority areas in England or Wales (or both), as defined in the Guidance Notes, select one of the options below. If your charity operates in more than ten London boroughs, you should select 'throughout London'. **Please tick only one box.**

Charity operates

Add

Charity operates

Add

throughout London

throughout Wales

throughout England

throughout England and Wales

If your charity operates in **ten or fewer** local authority areas in England or Wales (or both), you should add here any areas not shown in **A11**. If you have selected 'throughout London' above, you can also have up to nine other local authority areas. If you have told us that you operate throughout England or Wales (or both), do not enter any local authority areas below.

Local authority area

- | | |
|---|----------------------|
| 1 | <input type="text"/> |
| 2 | <input type="text"/> |
| 3 | <input type="text"/> |
| 4 | <input type="text"/> |
| 5 | <input type="text"/> |

Local authority area

- | | |
|----|----------------------|
| 6 | <input type="text"/> |
| 7 | <input type="text"/> |
| 8 | <input type="text"/> |
| 9 | <input type="text"/> |
| 10 | <input type="text"/> |

A12 Area of operation outside England and Wales

Our records show that you operate in the countries listed below.

- If your charity no longer operates in any of the countries listed please indicate this in the box provided.
- To add a new country please provide details at **A12a**.

If you are able to provide an exact or estimated figure for your expenditure in the countries in which you operate please:

- Tick the box provided if you spent £1 - £10,000.
- Enter the exact or estimated figure if you spent more than £10,000.

If you do not know your spending by country but can provide a total for your overseas expenditure please enter the figure at **A12b**. Expenditure in Scotland and Northern Ireland should **not** be included. Information about your overseas expenditure is **optional** so if you do not wish, or for practical reasons are unable to provide your expenditure by country, please leave the expenditure boxes blank. All this information may be made public.

Countries	No longer operates in this country	Spent between £1 - £10,000	Spending
1	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
13	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
14	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
15	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
16	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>

A12a Add an area outside England and Wales

Country	Spent between £1 - £10,000	Spending
1	<input type="checkbox"/>	£ <input type="text"/>
2	<input type="checkbox"/>	£ <input type="text"/>
3	<input type="checkbox"/>	£ <input type="text"/>
4	<input type="checkbox"/>	£ <input type="text"/>

A12b Total spent outside England and Wales

Spending

£

A13 Charity classification p

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

A13a 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"/>

A13b 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"/>

A13c 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"/>

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

If any of the serious incidents listed below have occurred since your last return, you should notify us immediately if you have not already done so. Please read the Guidance Notes first to help you decide how to respond. Then either email rsi@charitycommission.gsi.gov.uk or call 0845 3000 218 to inform us.

Serious incidents

- Fraud, theft or significant loss of funds or other property.
- Significant sums of money or other property donated to the charity from an unknown or unverified source.
- The charity (including any individual staff, trustees, or volunteers) has any known or alleged link to a proscribed (banned) organisation or to terrorist or other unlawful activity.
- A person disqualified from acting as a trustee has been or is currently acting as a trustee of the charity.
- The charity does not have a policy for safeguarding its vulnerable beneficiaries (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.
- Suspicions, allegations or incidents of abuse or mistreatment of beneficiaries.
- The charity has been subject to a criminal investigation, or an investigation by another regulator or agency; or sanctions have been imposed or concerns raised by another regulator or agency (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

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

If your income is £500,000 or less, please sign the declaration at the end of this form.

Please remember to enclose the Trustees' Annual Report and accounts, including any examination or audit certificate.

PART B – FINANCIAL INFORMATION

Only complete this section if your charity's income exceeds £500,000.

IMPORTANT

You will need a final version of the published accounts to fill in Part B. The trustees should ensure that this section is completed by a competent person who is familiar with the charity's accounts.

The Guidance Notes define each field, listed by question number. All the information in Part B is public. **P**

Please indicate below which type of accounts the information is taken from. If the charity has subsidiary undertakings, enter consolidated figures from the group accounts and tick the 'consolidated accounts' box.

consolidated accounts

charity-only accounts

Fields marked with * provide supplementary information, which is included in the figure for the main field but may not represent the whole amount in the main field.

Take the information from B1 and B2 from your audited Statement of Financial Activities (SOFA).

B1 Resources p

Incoming resources

B1.1 Voluntary income

£

B1.1a Legacies*

£

B1.1b Endowments received*

£

B1.2 Activities for generating funds

£

B1.3 Investment income

£

B1.4 Incoming resources from charitable activities

£

B1.5 Other incoming resources

£

B1.6 Total incoming resources

£

Resources expended

B1.7 Costs of generating voluntary income

£

B1.8 Fundraising/trading costs

£

B1.9 Investment management costs

£

B1.10 Costs of charitable activities

£

B1.10a Grants to institutions*

£

B1.11 Governance costs

£

B1.12 Other resources expended

£

B1.13 Total resources expended

£

B2 Other recognised gains/losses p

B2.1 Revaluations of tangible fixed assets

£

B2.3 Gains/losses on investment assets

£

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

£

B3 Assets and liabilities p

This information should be taken directly from the audited balance sheet.

B3.1 Total fixed assets

£

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

£

B3.1a Fixed asset investments*

£

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

£

B3.2 Total current assets

£

B3.2a Current asset investments*

£

B3.2b Cash*

£

B3.3 Creditors due within one year

£

B3.8 Endowment funds

£

B3.4 Long-term creditors and provisions

£

B3.9 Restricted funds

£

B3.5 Pension fund assets/liabilities

£

B3.10 Unrestricted funds

£

B3.6 Total net assets/liabilities

£

B3.11 Total funds

£

B4 Additional information p

This information should be taken directly from the notes to the accounts or the Trustees' Annual Report (TAR).

B4.1 Support costs

£

B4.3 Level of reserves

£

B4.2 Depreciation charge for the year

£

B4.4 Number of full-time equivalent employees

£

If your income is over £1,000,000 please complete the Summary Information Return.

Declaration

You may be committing an offence if you give an answer that you know is untrue or misleading.

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. If the income of the charity is greater than £25,000, I further confirm that there are no serious incidents or other matters which they should have brought to the Commission's attention and have not done so already.

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

Title e.g. Mr, Mrs, Ms (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.

Charity Commission contact details

Address The Charity Commission, PO Box 1329, Liverpool, L69 3DY

Email enquiries@charitycommission.gsi.gov.uk

Telephone 0845 3000 218

Textphone 0845 3000 219

Web www.charitycommission.gov.uk

Data protection

Any information you give us will be held securely and in accordance with the rules on data protection. We will treat personal details as private and confidential and safeguard them. We will not disclose them to anyone unconnected with the Charity Commission unless you have consented to their release, or in the circumstances that are set out in the Guidance Notes.

SPECMEN

Name
Address Line 1
Address Line 2
Address Line 3
Address Line 4
Address Line 5