



OUR ROLE  
& SERVICES

# Charity Commission Publications



## The Charity Commission

The Charity Commission is the independent regulator of charities in England and Wales. Its aim is to provide the best possible regulation of charities in England and Wales in order to increase charities' effectiveness and public confidence and trust. Most charities must register with the Commission, although some special types of charity do not have to register. There are some 190,000 registered charities in England and Wales. In Scotland the framework is different, and the Commission does not regulate Scottish charities.

The Commission provides a wide range of advice and guidance to charities and their trustees, and can often help with problems. Registered charities with an annual income of over £10,000 must provide annual information to the Commission. The Commission has wide powers to intervene in the affairs of a charity where things have gone wrong.

More information about the Commission together with a range of guidance for charities can be found on our website [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk), or by contacting Charity Commission Direct:

Telephone:       **0845 300 0218**  
Typetalk:       **0845 300 0219**  
By post:         **Charity Commission Direct**  
                    PO Box 1227  
                    Liverpool  
                    L69 3UG

## A. Publications available from us

We produce a range of publications, in a variety of formats, which provide information about charity law, recommended best practice, the duties of charity trustees, and our role as a charity regulator. This booklet lists what is available from us, including order codes and the date of the latest version, to help you identify the information that you want or need to know. To order any of our publications, please ring Charity Commission Direct on 0845 3000 218.

<b>Publication</b>	<b>Order code</b>	<b>Version</b>
The Essential Trustee: What you need to know	CC3	2/08
The Essential Trustee: An introduction	CC3a	1/07
Application to register a charity (pack)	CC5	4/08
Ex Gratia Payments by Charities	CC7	12/01
Internal Financial Controls for Charities	CC8	12/03
Speaking out: Campaigning and Political Activity by Charities	CC9	3/08
The Hallmarks of an Effective Charity	CC10	7/08
Trustee Expenses and Payments	CC11	6/08
Managing Financial Difficulties and Insolvency in Charities	CC12	9/04
The Official Custodian for Charities' Land Holding Service	CC13	9/04
Investment of Charitable Funds: Basic Principles	CC14	12/04
Charity Reporting and Accounting: The essentials April 2008	CC15a	4/08
Charity Reporting and Accounting: The essentials April 2009	CC15b	4/09
Receipts and Payments Accounts Pack	CC16	4/09
Accrual Accounts Pack	CC17	4/09
Use of Church Halls for Village Hall and Other Charitable Purposes	CC18	7/01
Charities and Fundraising	CC20	4/08
Registering as a Charity	CC21	4/08
Choosing and Preparing a Governing Document	CC22	4/08
Exempt Charities	CC23	4/08
Users on Board: Beneficiaries who become trustees	CC24	3/00
Providing Alcohol on Charity Premises	CC27	11/02
Disposing of Charity Land	CC28	11/08
Finding new trustees: What charities need to know	CC30	10/07
Independent Examination of Charity Accounts: Trustee's Guide	CC31	4/09

Independent Examination of Charity Accounts: Examiners' Guide	CC32	4/09
Acquiring Land	CC33	4/01
Collaborative working and mergers: An introduction	CC34	7/08
Changing your Charity's Governing Document	CC36	11/08
Charities and Public Service Delivery: An introduction and overview	CC37	2/07
Disaster Appeals: Attorney General's Guidelines	CC40	1/02
Appointing Nominees and Custodians: Guidance under s.19(4) of the Trustee Act 2000	CC42	2/01
Incorporation of Charity Trustees	CC43	7/02
Complaints about charities	CC47	6/08
Charities and Meetings	CC48	5/03
Charities and Insurance	CC49	2/07

## The Charity Commission and Regulation

This publication reflects the Charity Commission's approach to regulation of the charity sector. It re-affirms the principle that charities must be free and independent from government, and summarises the seven principles to which we will work in regulation of a sector which is of huge importance to economic, social and cultural life.

## Public Benefit Guidance

*Charities and Public Benefit* is the Charity Commission's statutory guidance on public benefit. It is guidance from the Charity Commission about public benefit and what charity trustees should consider in order to show that their charity's aims are for the public benefit. It is supplemented by further guidance for specific charitable areas.

Charities and Public Benefit	PB1	12/08
The Prevention or Relief of Poverty for the Public Benefit	PB2	12/08
The Advancement of Education for the Public Benefit	PB3	12/08
The Advancement of Religion for the Public Benefit	PB4	12/08
Public Benefit and Fee-charging	PB5	12/08

## Model Governing Documents

Charitable Companies: Model Memorandum and Articles of Association	GD1	7/08
Charitable Trusts: Model Trust Deed	GD2	11/07
Charitable Associations: Model Constitution	GD3	11/07

## Review of the Register publications

A series of reports on aspects of charitable status. The following are still available in print, while both these and others are available on our website:

The Review of the Register of Charities	RR1
Recognising New Charitable Purposes	RR1a
Charities for the Relief of Unemployment	RR3
The Independence of Charities from the State	RR7
Museums and Art Galleries	RR10

## Research Reports

A series of broadly based reports on themes affecting charities.

Trustee Recruitment, Selection and Induction	RS1
Charities and Commercial Partners	RS2
Charity Reserves	RS3
Collaborative Working and Mergers	RS4
Small Charities and Reserves	RS5
Milestones - Managing key events in the life of a charity	RS6
Membership Charities	RS7
Transparency and Accountability	RS8
Village Halls and Community Centres	RS9
Start as you mean to go on: Trustee Recruitment and Induction	RS10
Cause for Complaint? How charities manage complaints about their services	RS11
The Regeneration Game: The range, role and profile of regeneration charities	RS12
Tell it like it is: The extent of charity reserves and reserves policies	RS13

In their own words: How charities have responded in the first year of the Summary Information Return	RS14
Stand and deliver: The future for charities delivering public services	RS15
Charities working in the field of human rights	RS16
Going Green: Charities and Environmental Responsibility	RS17
A Balancing Act: New perspectives on the charity/beneficiary relationship	RS18

### **Publications available in other languages**

Most of our publications are available in Welsh.

The Essential Trustee: An introduction (CC3a) is available on our website in Arabic, Bengali, Chinese, Gujarati, Punjabi, Somali, and Urdu.

### **Publications available in other formats**

New and revised publications published from 2007 onwards are available on compact disc, while older titles are available on audio-cassette. When requesting an audio-cassette please prefix with **AC**, ie CC9 = AC9. Similarly for compact disc, prefix with **CD**, ie CC3 = CD3.

The texts of most of our publications are also available in Braille or large print on request. Please telephone Charity Commission Direct to arrange this and please allow 15 working days for delivery.

## **B. Commission-related publications available from other publishers**

There are many publications produced by other bodies and commercial publishing houses which relate to charities. Publications listed below are ones which are specifically related to the Commission's work, and which we have had a significant hand in producing.

**Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005)** is obtainable from the publisher, CCH, at £15 per copy plus £4.95 p&p. To order, call CCH on 0870 777 2906 (between 8.30am and 5.30pm weekdays) or email their customer services, quoting product code CCSORP at [customer.services@cch.co.uk](mailto:customer.services@cch.co.uk). Alternatively order online at [www.cch.co.uk](http://www.cch.co.uk). This can also be viewed online on our website at [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

## **Charity Commission for England and Wales: Annual Report**

Our Annual Reports for recent years are available to purchase from TSO (The Stationery Office) or from any of their accredited agents. To contact TSO's Publications Centre, telephone on 0870 600 5522, fax to 0870 600 5533, or email [customer.services@tso.co.uk](mailto:customer.services@tso.co.uk)

## **Charities Act 2006: What Trustees Need to Know**

This guide to the new Act is obtainable from the Office of the Third Sector via the Department for Business Enterprise and Regulatory Reform's publications order line. To order, call 0845 0150010 (between 8.30 and 5.30pm weekdays) quoting reference: 07/Z2. This publication is free of charge and is limited to 20 copies per customer.

## **C. How to obtain copies of our publications**

Most of our publications are available in both HTML and PDF format on our website [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk) If you wish to receive printed copies of any of our publications, please call Charity Commission Direct on **0845 300 0218** 08:00 - 20:00hrs from Monday to Friday and 09:00 - 13:00hrs on Saturdays (except national holidays). We also have a typetalk service on 0845 300 0219 for hearing or speech impaired callers. Alternatively, write to:

### **Charity Commission Direct**

PO Box 1227  
Liverpool L69 3UG

All of our publications listed in section A are free, but please allow up to 10 working days for delivery of orders. Please also note that many orders (and all larger ones) are sent out via couriers, so it is important that wherever possible you give us an address at which there will be someone available to physically receive the order.

We are concerned to ensure we offer the best customer service possible. If the service we provide is not satisfactory for any reason, please contact Charity Commission Direct and give full details – we will endeavour both to put things right for you and to learn any lessons for the future.

You can obtain large-print versions  
of this publication from the Charity  
Commission on 0845 300 0218

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