



Discussion on Year End Accounts & Annual Reports for The Charity Commission (CIO's)



- All information of registration is available at www.charitycommission.gov.uk/find-charities (Charities Commission)

- Perform a Charity Search using your Charity Number or Shed Name

The screenshot shows the Charity Commission's 'Find charities' page. It features a navigation menu with options: 'Find charities', 'Sector overview', 'Charities by income band', 'Charities by income category', 'Top 10 charities', 'Historical data', and 'Advanced Search'. Below this is a search bar with the text 'Portsea Men's Shed' and a search icon, followed by an 'Advanced Search' button. To the right, there is a section titled 'New register of charities - beta version' which states that the register is being redesigned and lists improvements: including contact details, filters, CSV download, and mobile search. It also includes a link to 'Try out the charity search beta' and a section 'About the register of charities' which lists criteria for recognition: holding assets in England/Wales, majority trustees resident in England/Wales, or being incorporated in England/Wales.



Discussion on Year End Accounts & Annual Reports for The Charity Commission (CIO's)

Find charities

Find charities

Charity overview

Contact & trustees

Charity framework

Print charity details

Advanced Search

Charity search

Enter name or number

Advanced Search

1169437 - PORTSEA MEN'S SHED CIO **NEWLY REGISTERED**

Accounts not required yet

Annual Return for 05 Nov 2017: received 02 Apr 2018

Activities

PROVIDING SPACE FOR MEN TO MEET AND UNDERTAKE WORKSHOP RELATED ACTIVITIES; WOODWORK, ETC AND TO HAVE A PURPOSE DURING THE DAYTIME

Where it operates

PORTSMOUTH CITY



Financial history

Financial summary

Financial year end (FYE)	Income	Spending	Accounts received	Annual Return/Annual Update received
05 Nov 2017	£4,740	£1,846	Not yet received	02 Apr 2018

Compliance history



Discussion on Year End Accounts & Annual Reports for The Charity Commission (CIO's)



THE REGISTER OF CHARITIES – NOTES FOR USERS

Newly registered

Newly registered charities, if required to submit their Trustees' Annual Report and/or Annual Return documents have 10 months from the end of their first financial period to send their documents to the Commission.

Charities are required to submit documents to the Charity Commission as follows:

For financial periods ending on or after 1 April 2009:

Income in the financial period being reported	Update Register Information	Annual Return - basic Register information	Reporting Serious Incidents	Financial Information	Summary Information Return	Trustees' Annual Report and accounts
£10k or less	Yes	-	-	-	-	No
£10-£25k	-	Yes	-	-	-	No
£25k - £500k	-	Yes	Yes	-	-	Yes
£500k - £1m	-	Yes	Yes	Yes	-	Yes
Greater than £1m	-	Yes	Yes	Yes	Yes	Yes



Discussion on Year End Accounts & Annual Reports for The Charity Commission (CIO's)



Until the accounts and Annual Returns for the first full financial period after registration are received or become overdue, newly registered charities are recorded on the charity overview page as "newly registered" and their banner is outlined in green.

If all due documents have been submitted, the banner on the charity overview page is outlined in green and shows:

- the financial period ending date
- the date documents for that period were received.

If the charity has passed its 10 month deadline and has either an Annual Return form or Trustees' Annual Report and Accounts outstanding it will be shown as overdue within a red banner.

NB non-company charities with income less than £100,000 can prepare receipts and payments accounts instead of full accrual accounts. For financial periods ending on or after 1st April 2009 this threshold changed to include charities with income less than £250,000.

Changes for 2009 onwards

Charities with a financial period ending on or after 1st April 2009 are not required to send their Trustees' Annual Report and Accounts to the Commission if the charity's income for the financial period was not greater than £25,000. Charities with an income not greater than £25,000 will have the message 'Not required' for their accounts submissions. Charities with income between £10,001 and £25,000 are still required to send an Annual Return.



Discussion on Year End Accounts & Annual Reports for The Charity Commission (CIO's)



- **So we don't need to produce Annual Return, Trustees' Annual Report or Annual Accounts!
Or Do We?**

 - **Annual Return (Online)**
 - **Update your charity details as required (i.e. Contact details, Trustees etc.)**

 - **Trustees' Annual Report**
 - **Only required to be submitted as part of your Annual Return IF Income over £25K**
 - **HOWEVER, maybe requested**
- "Trustees' annual reports preparation: registered charities must prepare a trustees' annual report and make it available on request." (Quote from www.gov.uk website)**



Discussion on Year End Accounts & Annual Reports for The Charity Commission (CIO's)



➤ What should be in a Trustees' Report

➤ Trustees' annual report template (from Gov.uk website)

www.gov.uk/government/publications/trustees-annual-report-template-sorp-frs-102

- Objectives and Activities
- Achievements and Performance
- Financial Review
- Structure, Governance and Management
- Reference and Administrative details (Trustees etc.)



Discussion on Year End Accounts & Annual Reports for The Charity Commission (CIO's)



➤ Annual Accounts

- Only required to be submitted as part of your Annual Return IF Income over £25K
- HOWEVER, maybe requested

"Accounts preparation: all charities (whether registered with the commission or not) must prepare accounts and make them available on request."

(Quote from www.gov.uk website)

➤ Type of Accounts

- **" Basis of preparation: CIOs may opt to prepare their accounts on a receipts and payments basis (instead of Accruals) if their gross income is less than £250,000."**

(Quote from www.gov.uk website)



Discussion on Year End Accounts & Annual Reports for The Charity Commission (CIO's)



➤ What should be in the Annual Accounts

➤ Receipts and payments accounts pack (CC16) (from Gov.uk website)

<https://www.gov.uk/government/collections/receipts-and-payments-accounts-pack-cc16>

• Receipts and Payments

- List of Receipts
- Total of Asset and Investment Sales
- List of Payments
- Total of Asset and Investment Purchases
- Total of Transfers between Funds
- Cash funds total for previous Year End

• Statement of Assets and Liabilities at the end of the period

- This is a more detailed breakdown of some of the totals above including: -
 - Cash Funds
 - Monetary and Investment Assets
 - Liabilities



Discussion on Year End Accounts & Annual Reports for The Charity Commission (CIO's)



Discuss