



Meeting Agenda



- **Welcome**
- **Update on Waterlooville Men's Shed (Waterlooville Secretary)**
- **General Shed News / Updates**
- **Update from National Men's Shed Committee (Brian Cooke)**
- **Feedback from West Bletchley Network Meeting**
- **45 Minute Break with Discussion "Poole" Tables (Old Shedders helping New)**
 - **Computing / Software / Websites**
 - **Becoming a CIO / Being a Trustee**
 - **Planning and Dealing with Local Authorities**
 - **Insurance and general Running a Shed issues**
- **Update on Year End Accounts & Annual Reports for The Charity Commission (CIO's)**
- **Any Other Business**
- **Date & Venue of Next Meeting**
- **Meeting Close (Approx 4:00 pm)**



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Buckinghamshire Men's Shed Network



Southern Men's Shed Network Meeting 16th July 2018



Buckinghamshire Men's Shed Network



West Bletchley Local Council Offices

Southern Men's Shed Network Meeting 16th July 2018



Buckinghamshire Men's Shed Network



- **Lead by Paul Egerton (Secretary of West Bletchley Men's Shed)**
Also a Volunteer Ambassador for UKMSA
- **Quarterly Meetings are currently attended by 5 local area Men's Sheds**
- **At This Meeting, the agenda was: -**
 - **Introduction from Paul Egerton.**
 - **Presentation from Laura Winkley (UKMSA Membership and Support Officer)**
 - **Presentation from Steve Redrup (Southern Men's Shed Network Co-ordinator)**
 - **Shed round-up and discussion on issues of current network**
 - **Proposal to extend the Network Area to include approximately 15 Sheds.**
- **Points of Interest –**
 - **Bumblebee Auctions (www.bumblebeeauctions.co.uk)**
UK Police Auction Website (good source of larger tools)
 - **Discussion of a possible Shed Fest in the Buckinghamshire and surrounding Area**
 - **Other Networks starting to appear (e.g. Kent, East Sussex)**



Buckinghamshire Men's Shed Network



West Bletchley Men's Shed
(Rickley Park Pavilion)

Southern Men's Shed Network Meeting 16th July 2018



Buckinghamshire Men's Shed Network



West Bletchley Men's Shed (Rickley Park Pavilion)

Southern Men's Shed Network Meeting 16th July 2018



Buckinghamshire Men's Shed Network



**West Bletchley Men's Shed
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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, with 'Advanced Search' written below it. To the right, a section titled 'New register of charities - beta version' explains that the register is being redesigned and lists improvements: including contact details, filters, CSV downloads, 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 i

Accounts not required yet

Annual Return for 05 Nov 2017:
received **02 Apr 2018**

Activities i

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

Where it operates i

PORTSMOUTH CITY

Financial history i

Financial summary i

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 i



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.



Update 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?
- It Appears that there are some Gov.UK Website Updates: -
(www.gov.uk/guidance/prepare-a-charity-annual-return#what-a-charity-annual-return-includes)



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

Charitable incorporated organisation (CIO)

Income

What you need to submit

£0 to £10,000

Your [annual return online](#), PDF copy of accounts and trustees' annual report

£10,001 to £25,000

Your [annual return online](#), PDF copy of accounts and trustees' annual report

£25,001 to £250,000

Your [annual return online](#), PDF copy of accounts and trustees' annual report (external scrutiny required)

£250,001 to £1 million and total assets below £3.26 million

Your [annual return online](#), PDF copy of accounts and trustees' annual report (external scrutiny required)

over £1 million or gross assets over £3.26 million and gross income over £250,000

Your [annual return online](#), PDF copy of accounts and trustees' annual report (with external scrutiny and full audit)

For accounts with incomes below £25,000 you don't need to go through external scrutiny unless stated as a requirement in your governing document.



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.)



Update 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



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



- Trustees' annual report template (from Gov.uk website)
www.gov.uk/government/publications/trustees-annual-report-template-sorp-frs-102
- Receipts and payments accounts pack (CC16) (from Gov.uk website)
<https://www.gov.uk/government/collections/receipts-and-payments-accounts-pack-cc16>

Copies of the Templates will be include with the Meeting Documents on the SMSN Website

Discuss



Thank You for Attending

Southern Men's Shed Network Meeting 16th July 2018