

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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Southern Men's Shed Network Meeting 16th July 2018







West Bletchley Local Council Offices





- ➤ 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 (<u>www.bumblebeeauctions.co.uk</u>)

 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)







West Bletchley Men's Shed (Rickley Park Pavilion)









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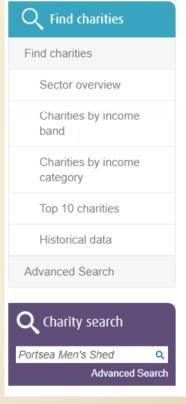


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- ➤ All information of registration is available at <u>www.charitycommission.gov.uk/find-charities</u> (Charities Commission)
- Perform a Charity Search using your Charity Number or Shed Name



New register of charities - beta version

The register of charities is being redesigned in line with user feedback to:

- include contact details and other key information on overview pages
- let you use filters to narrow your search
- give you the option to download filtered searches as a CSV file
- allow you to search on mobile devices

Please try out the 'beta' prototype - your feedback will help develop the new tool

Try out the charity search beta

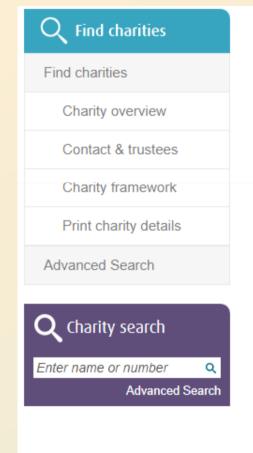
About the register of charities

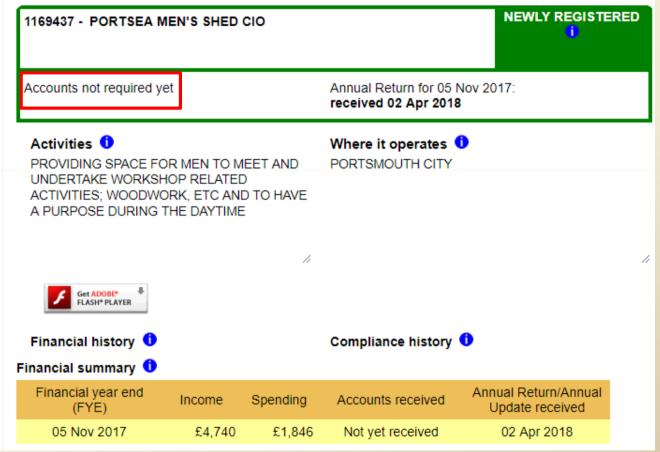
The register of charities holds details of organisations that have been recognised as charitable in law; and

- hold most of their assets in England and/or Wales or
- have all or the majority of their trustees normally resident in England and/or Wales, or
- are companies incorporated in England or Wales















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 n Register informatio	Reporting Serious Incidents n	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





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 <u>after 1st April 2009</u> 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.





- > 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)





Charitable incorporated organisation (CIO)

Income	What you need to submit			
£0 to £10,000	Your <u>annual return online</u> , PDF copy of accounts and trustees' annual report			
£10,001 to £25,000	Your <u>annual return online</u> , PDF copy of accounts and trustees' annual report			
£25,001 to £250,000	Your <u>annual return online</u> , PDF copy of accounts and trustees' annual report (external scrutiny required)			
£250,001 to £1 million and total assets below £3.26 million	Your <u>annual return online</u> , 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 <u>annual return online</u> , 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.





- ➤ 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.)





- > 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





- ➤ 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