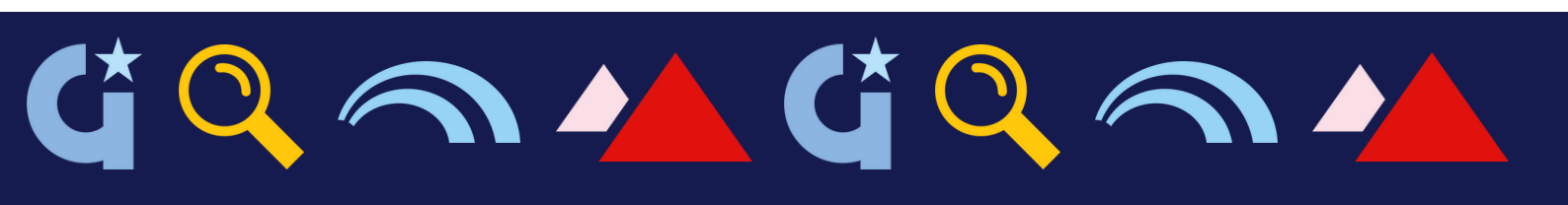


# Charity Commission Annual Monitoring Return Screenshots

**Income of £10,000 or less**

This document is a guide to assist you when filling out your annual monitoring return.  
Only use this document if your income in the last year was less than £10,000



# Section 1 – Introduction

**Only information marked with 'P' is published on the public register**

✓ Introduction

> Charity details

> Part A

Declaration

Charity accounts

## Introduction

Print Save Save & Exit << Back Next >>

You have previously started this Annual Monitoring Return. You last saved it on 13/05/2022 09:39.

This form applies to registered charities with financial periods beginning on or after 1 January 2020.

The annual monitoring return is divided into three sections (A, B and C).

**Part A:** All registered charities must complete this part. This is irrespective of gross annual income.

**Part B:** All registered charities with an income over £10,000 must complete this part of the annual monitoring return.

**Part C:** All registered charities with an income over £250,000 must complete this part of the annual monitoring return.


**All charities must:**

- Attach and submit the relevant charity accounts
- Attach and submit the Trustee Annual Report
- Attach and submit the Audit Report or Independent Examiners Report

**P** Denotes information which will be published to the online register of charities

**Annual Return for charity:**

Organisation name **P**

Charity A 

Any other names you are known by **P**

Registered charity number **P**

101985

Print Save Save & Exit << Back Next >>

## Organisation Name

This is the name of your charity as it appears on the register of charities. This field is not editable on the online form. If you need to change your name, you need to contact the Commission.

## Any other names you are known by

Use this if your charity is known by any other 'working' name. For example, 'The Guide Association in Northern Ireland' is also known as 'Girlguiding Ulster'.

## Charity Number

This is your charity number, allocated at the point of registration. This field is not editable. .

# Section 2 – Charity Details

## Contact Details

**Confirm/update charity details: Contact details** Print Save Save & Exit << Back Next >>

Please check your charity information below is correct. If it is not, please update these details.

Introduction  
 Charity details  
**Contact details**  
 Trustees  
 Area  
 International  
 Other  
 Safeguarding  
 Part A  
 Declaration  
 Charity accounts

**Charity contact**

Title

Personal names

Family name (Surname)

Suffixes

Preferred name

Date of birth

Address line 1

Address line 2

Address line 3

Address line 4

Address line 5

Postcode

Telephone number

Mobile number

**Charity emails/website**

Email for Charity Commission use

Email for public display

Charity website

Print Save Save & Exit << Back Next >>

## Charity Contact

The name, address and telephone number or numbers of the person or organisation to whom those wishing to contact the charity are directed. The contact person may be one of the trustees, a member of staff or someone not directly involved with the charity such as a legal adviser. Only lines marked with a 'P' are visible on the register of charities

## Email for Charity Commission use

The email address the Commission will use to contact you, for example when issuing a password reset for online services or for emailing reminders.

## Email for Public Display

This is the public address that will be displayed on the register of charities.

## Charity Website

A link will be available for the public to access this website from the charity's entry on the register of charities.

## Trustees

- ✓ Introduction
- ▼ Charity details
- ✓ Contact details
- ✓ **Trustees**
- Area
- International
- Other
- Safeguarding
- > Part A
- Declaration
- Charity accounts










### Confirm/update charity details: Trustees

Print Save Save & Exit << Back Next >>


Please check your charity information below is correct. This section will update your charity's entry on the register. If your trustee details have changed you must use the add/delete or edit function to update your records. The details must include all current trustees and should be amended if this has changed from your financial year end date.

HELP ?

#### Trustees

  	Mr A BC Chairperson	Main street City Northern Ireland BT1 1NN	Title: Mr Personal Name: A Family Name: BC Preferred Name: Mr A BC Suffix: Date of Birth: 11 Nov 1980 Telephone: 0000000000 Email: email@email.com
  	Mrs A Smyth	Main Street City Northern Ireland BT1 1NN	Title: Mrs Personal Name: A Family Name: Smyth Preferred Name: Mrs A Smyth Suffix: Date of Birth: 11 Nov 1980 Telephone: 0000000000 Email: email@email.com
  	Mr ABC D	Main street City Northern Ireland BT1 1NN	Title: Mr Personal Name: ABC Family Name: D Preferred Name: Mr ABC D Suffix: Date of Birth: 1 Jan 1980 Telephone: 0000000000 Email: email@email.com

Add Trustee

 All details shown under 'Name'.

Number of trustees serving with the charity

3

• What is the number of charity trustees (quorum) that must attend a meeting to make a legally valid decision? - You will usually find details of your charity's quorum in its governing document.

3

• Number of trustees resident in Northern Ireland  
Please state the number of trustees that normally reside in Northern Ireland.

3

Print Save Save & Exit << Back Next >>

## Trustees

Review the full names, addresses, dates of birth, telephone numbers, and email addresses of all charity trustees including the chairperson. You may need to delete trustees' that have left or add new trustees' who have joined. You can do this by clicking the insert/edit/delete box above.

If you have not previously provided trustee email addresses and mobile telephone numbers for existing trustees, you must now update this through the AMR. This information is not published on the register, it is for Commission use only.

## Number of trustees serving with the charity

This number is not specified in your governing document, so it is a majority of your trustees. So for example, if you have 3 trustees quorum is 2.

## Number of trustees resident in Northern Ireland

Put in the number of trustees who have an address in Northern Ireland

## Area of Benefit

✓ Introduction

✓ Charity details

✓ Contact details

✓ Trustees

Area

International

Other

Safeguarding

> Part A

Declaration

Charity accounts

### Confirm/update charity details: Area of benefit

Print Save Save & Exit << Back Next >>

Please check your charity information below is correct. If it is not, please update these details.

**Area of benefit** ⓘ

Organisation operates: ⓘ

☒ Internationally

☐ In the UK


☒ In Northern Ireland

☐ In Ireland

☐ Specific local council areas

**Operating outside Northern Ireland** ⓘ

List every country outside Northern Ireland in which your charity operates

Country
 Argentina

Add Row...

Print Save Save & Exit << Back Next >>

An organisation can operate in any number of areas. As this information is included on the public register of charities, it is important that the list accurately reflects the areas where the trustees have chosen to focus the organisation's resources. Select "Specific local council areas" and choose the councils areas you operate in.

## Operation outside UK & Ireland

✓ Introduction

✓ Charity details

✓ Contact details

✓ Trustees

✓ Area

✓ International

✓ Other

✓ Safeguarding

✓ > Part A

○ > Part B

Declaration


Charity accounts

### Confirm details: Operation outside the UK & Ireland

Print Save Save & Exit << Back Next >>

**Areas of benefit outside the UK & Ireland** ⓘ

If your charity has one or more areas of benefit outside the UK & Ireland, please provide details of your spending in each area of benefit by country below.

Countries	Spending
 BRITISH VIRGIN ISLANDS	£1

Add Row... If you have operated in another country in the financial period but it is not included in the table, please add it manually.

Total spend outside the UK and Ireland during the year  ⓘ

Print Save Save & Exit << Back Next >>

## Area of benefit outside the UK and Ireland

This will be blank, do not add any rows

## Total Spend outside the UK and Ireland during the year

Use this if your charity is known by any other 'working' name. For example, 'The Guide Association in Northern Ireland' is also known as 'Girlguiding Ulster'.

## Other

- ✓ Introduction
- ✓ Charity details
- ✓ Contact details
- ✓ Trustees
- ✓ Area
- ✓ International
- Other
- Safeguarding
- Part A
- Declaration
- Charity accounts

### Confirm/update charity details: Other

[Print](#)
[Save](#)
[Save & Exit](#)
[<< Back](#)
[Next >>](#)

Please check your charity information below is correct. If it is not, please update these details.

#### Charity classification

Which descriptions of charitable purpose do your organisation's purposes fit under? [?](#)

[Help](#)

- ☒ The advancement of education
- ☐ The advancement of health or the saving of lives
- ☐ The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage
- ☐ The prevention or relief of poverty
- ☐ The advancement of religion
- ☐ The advancement of the arts, culture, heritage or science
- ☐ The advancement of amateur sport
- ☐ The advancement of animal welfare

- ☐ The advancement of environmental protection or improvement
- ☐ The advancement of citizenship or community development
- ☐ The advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity
- ☐ Other charitable purposes (including recreational/leisure facilities)

#### How (does your charity operate)? [?](#)

[Help](#)

- ☐ Accommodation/housing
- ☐ Advice/advocacy/information
- ☐ Animal welfare
- ☐ Arts
- ☐ Community development
- ☐ Community enterprise
- ☐ Community transport
- ☐ Counselling/support
- ☐ Criminal justice
- ☐ Cross-border/cross-community
- ☐ Cultural
- ☐ Disability
- ☐ Economic development
- ☐ Education/training
- ☐ Environment/sustainable development/conservation
- ☐ Gender
- ☐ General charitable purposes

- ☐ Grant making
- ☐ Heritage/historical
- ☐ Human rights/equality
- ☐ Medical/health/sickness
- ☐ Overseas aid/famine relief
- ☒ Playgroup/after schools
- ☐ Relief of poverty
- ☐ Religious activities
- ☐ Research/evaluation
- ☐ Rural development
- ☐ Search and rescue
- ☐ Sport/recreation
- ☐ Urban development
- ☐ Volunteer development
- ☐ Welfare/benevolent
- ☐ Youth development

## Descriptions of Charitable Purpose

These fields can't be edited on the online form. The classifications of purpose agreed were agreed with the Commission when the Guides were being registered were 'the advancement of education' and 'the advancement of citizenship or community development'. If you do not have these classifications, contact [casework@charitycommissionni.org.uk](mailto:casework@charitycommissionni.org.uk)

## How does your charity operate?

The classifications advised during the group registration were:


- Education/training
- Gender
- Sport/recreation
- Volunteer development
- Youth development

## Other (contd.)

- ✓ Introduction
- ✓ Charity details
- ✓ Contact details
- ✓ Trustees
- ✓ Area
- ✓ International
- Other**
- Safeguarding
- Part A
- Declaration
- Charity accounts

### Confirm/update charity details: Other

[Print](#) [Save](#) [Save & Exit](#) [<< Back](#) [Next >>](#)

**Who (does your charity help)?** 

[Help](#)

- ☐ Addictions (drug/solvent/alcohol abuse)
- ☐ Adult training
- ☐ Asylum seekers/refugees
- ☐ Carers
- ☒ Children (5-13 year olds)
- ☐ Community safety/crime prevention
- ☐ Ethnic minorities
- ☐ Ex-offenders and prisoners
- ☐ General public
- ☐ HIV/Aids
- ☐ Homelessness
- ☐ Interface communities
- ☐ Language community
- ☐ Learning disabilities
- ☐ Men
- ☐ Mental health

- ☐ Older people
- ☐ Overseas/developing countries
- ☐ Parents
- ☐ Physical disabilities
- ☒ Preschool (0-5 year olds)
- ☐ Sensory disabilities
- ☐ Sexual orientation
- ☐ Specific areas of deprivation
- ☐ Tenants
- ☐ Travellers
- ☐ Unemployed/low income
- ☐ Victim support
- ☐ Voluntary and community sector
- ☐ Volunteers
- ☐ Women
- ☐ Youth (14-25 year olds)

### Charity's main bank account/building society account

Sort code	<input style="width: 90%;" type="text" value="123456"/>
Bank/building society name	<input style="width: 90%;" type="text"/>
Account/roll number	<input style="width: 90%;" type="text" value="12345678"/>
Account name	<input style="width: 90%;" type="text" value="dsfgdfgfdg"/>

[Print](#) [Save](#) [Save & Exit](#) [<< Back](#) [Next >>](#)

## Who does your charity help

The classifications advised during the group registration were 'Children (5-13 year olds)', 'Volunteers', 'Women', and 'Youth(14-25 year olds)'.


## Bank Account

This is a pre populated field that shows the bank details you provided at the point of registration. If your bank details have changed, email the updated details to [monitoring@charitycommissionni.org.uk](mailto:monitoring@charitycommissionni.org.uk). There is a possibility the name of the bank might be wrong, it comes from the sort code rather than being manually inputted and if the list that works in the background to assign the name to the sort code hasn't been updated it will be wrong. Don't worry about this, the list will be updated in time.

## Safeguarding

**Safeguarding**

Print Save Save & Exit << Back Next >> [Help On This Page](#)

**HELP** 

☒ Introduction  
☒ Charity details  
☒ Contact details  
☒ Trustees  
☒ Area  
☒ International  
☒ Other  
☒ **Safeguarding**  
☒ Part A  
☒ Part B  
☒ Part C  
☒ Declaration  
☒ Charity accounts

✖ Does the charity work with children, young people and/or adults at risk of harm  
☒ YES - we work with children, young people and/or adults at risk of harm  
☐ NO - we DO NOT work with children, young people and/or adults at risk of harm

✖ Who generally delivers the service to users?  
 Mostly staff with professional skill/qualifications

✖ How does the charity work with children, young people and/or adults at risk of harm?  
 Provides frontline services in GROUP settings

✖ Does your organisation have appropriate safeguarding policies and procedures in place to enable it to carry out work with this group of people?  
☐ Yes  
☐ No

✖ Are all staff/volunteers, who undertake regulated activity, AccessNI cleared?  
☐ Yes  
☐ No

✖ How does the charity work directly with children, young people and/or adults at risk of harm to provide a regulated activity?  
 [Empty dropdown menu]

### Does the charity work with children, young people and/or adults at risk of harm?

Select 'yes - we work with children, young people and/or adults at risk of harm'

### Who generally delivers service to the users?

Select 'Mostly volunteers without professional qualifications'

### How does the charity work with children etc.?

Select 'Provides frontline services in GROUP settings'

### Does your organisation have appropriate policies?

Select 'yes'

### Are all staff who carry out regulated activity Access NI cleared?

Select 'yes' - under the policy all leaders must be Access NI cleared.

### How does the charity work directly to provide regulated activity?

Select 'Provides frontline services in GROUP settings'



## Safeguarding – Working outside the UK and Ireland

Safeguarding Print Save Save & Exit << Back Next >> [Help On This Page](#)

**SAFEGUARDING - working outside the UK and Ireland**

✓ Introduction  
✓ Charity details  
✓ Contact details  
✓ Trustees  
✓ Area  
✓ International  
✓ Other  
⊙ **Safeguarding**  
✓ > Part A  
⊙ > Part B  
⊙ > Part C  
⊙ Declaration  
Charity accounts

✖ Does your organisation provide services to children, young people and/or adults at risk of harm overseas?  
☐ Yes  
☐ No

✖ Are beneficiaries predominantly located overseas?

✖ Does your organisation fund overseas projects or organisations?  
☐ Yes  
☐ No

✖ Does your organisation send people overseas?

✖ Do you have proper controls in place in respect of these areas?  
☒ Yes  
☐ No

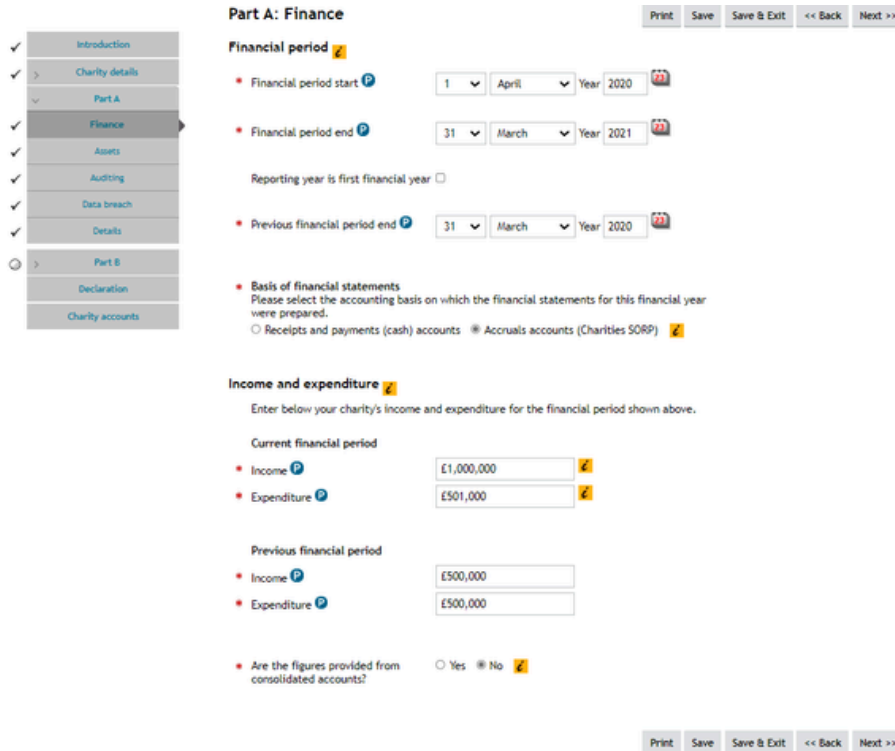
**Does your organisation provide services to children, young people and/or adults at risk of harm overseas?**

Select 'no' – Once you have selected 'no', none of the other questions will appear.

# Part A

All registered charities must complete Part A of the AMR form

## Finance



**Part A: Finance** [Print] [Save] [Save & Exit] [Back] [Next]

**Financial period** [?]

- Financial period start [1] [April] [Year 2020] [?]
- Financial period end [31] [March] [Year 2021] [?]
- Reporting year is first financial year ☐
- Previous financial period end [31] [March] [Year 2020] [?]
- Basis of financial statements  
Please select the accounting basis on which the financial statements for this financial year were prepared.  
☐ Receipts and payments (cash) accounts ☒ Accruals accounts (Charities SORP) [?]

**Income and expenditure** [?]

Enter below your charity's income and expenditure for the financial period shown above.

**Current financial period**

- Income [£1,000,000] [?]
- Expenditure [£501,000] [?]

**Previous financial period**

- Income [£500,000]
- Expenditure [£500,000]

Are the figures provided from consolidated accounts? ☐ Yes ☒ No [?]

[Print] [Save] [Save & Exit] [Back] [Next]

## Financial Period

This will be automatically be 12 months from the end of your last financial period. If you need to change your financial period, it cannot be done from this form. You will need to hit 'save and exit' and then go to the OLS homepage and select 'View/amend Financial Periods'

## Basis of financial statements

Select which type of accounts you have prepared. Most units will prepare receipts and payments accounts. Receipts and payments accounts also known as cash accounts, provide a factual summary of money received and paid during the year and a statement providing information about any assets and liabilities at the end of the year.

## Income and Expenditure

In receipts accounts, Income is the total receipts recorded in the statement of accounts from all sources and expenditure is the total of all monies paid out during the financial year via the bank and in cash.

## Consolidated accounts

Select 'No' for this option. Consolidated accounts only apply where a parent organisation includes a subsidiary in their accounts.

## Assets and Liabilities

### Annual Monitoring Return 2020

[Ac](#)

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#### Part A: Assets & Liabilities

[Print](#)[Save](#)

\* Have you included a 'Statement of Assets and Liabilities' in the accounts you are submitting?

☒ Yes ☐ No [?](#)

### Statement of Assets and Liabilities

All charities preparing Receipts and payments accounts must include a statement of assets and liabilities

Assets include, but are not limited to, cash, bank accounts, debtors, land, property and equipment. This figure should agree with the total value of assets as stated in your accounts.

Liabilities include, but are not limited to, loans, overdrafts, creditors and bank overdrafts. This figure should agree with the total value of liabilities as stated in your accounts.

If your charity has no assets or liabilities, other than cash in hand or at bank and minimal equipment, include the statement:

**"Assets and Liabilities: In addition to the above cash balances the unit has equipment to the value of £XXX and there are no other assets or liabilities"**

If your charity has no assets or liabilities, other than cash in hand or at bank, include the statement:

**"Assets and Liabilities: Other than the above cash balances the unit has no other assets or liabilities"**

## Auditing

- ✓ Introduction
- ✓ > Charity details
- ✓ Part A
- ✓ Finance
- ✓ **Auditing**
- ✓ Data breach
- ✓ Details
- > Part B
- > Part C
- Declaration
- Charity accounts

[Print](#) [Save](#) [Save & Exit](#) [<< Back](#) [Next >>](#)

### Part A: Auditing

\* What person or organisation reviewed the charity accounts for the financial period that applies to this form?  
☒ Statutory audit ☐ Independent examination ☐ Not reviewed ?

Please provide details for the person or organisation below

Title P  ▼  
☐ Other

First name P

\* Surname or organisation name P

\* Audit reference number P

\* Address P

\* Postcode P

**Issues raised in your charity's audit/independent examiner's report**  
 Note: If the independent examiner or auditor that reviewed your charity accounts highlighted specific concerns in their report you must let us know. This does not include issues raised by the auditor or independent examiner that were resolved by the charity trustees and were not then included in the report.

Did the auditor or independent examiner that reviewed your charity accounts raise any issues of concern in their report?  
☐ ?

[Print](#) [Save](#) [Save & Exit](#) [<< Back](#) [Next >>](#)

## What person or organisation reviewed the charity accounts?

Include the details of the person who independently examined the accounts. you will need their name, address and postcode.

This information is not currently published on the register, the only information published is the name contained in the PDF independent examiners report.

## Issues of concern

If the Independent examiner has raised an concerns as part of their review of your accounts, you must tick this box. You will then be asked to provide details of what the concerns were.

Where there there are concerns about non-compliance with the requirements of the accounting and reporting regulations, then the examiner's report on those matters is called a 'qualified report'. It is qualified because there are one or more matters required by the regulations that have not been met and/or there are matters that need to be reported for a proper understanding of the accounts to be reached.

## Data Breach

✓ Introduction

✓ > Charity details

✓ > Part A

✓ Finance

✓ Auditing

✓ Data breach

✓ Details

○ > Part B

○ > Part C


○ Declaration

○ Charity accounts

Part A: Data breach

Print Save Save & Exit << Back Next >>

• Has your charity reported a data breach to the Information Commissioner's Office (ICO) within the last 12 months?

☐ Yes ☒ No 

Print Save Save & Exit << Back Next >>

If you have had to report a personal data breach to the Information Commissioners Office (ICO) in the last 12 months you must answer yes and provide a brief description of the nature of the breach.

## Other Charity Regulators

✓ Introduction

✓ > Charity details

✓ > Part A

✓ Finance

✓ Auditing

✓ Data breach

✓ Details

○ > Part B

○ > Part C

○ Declaration

○ Charity accounts

Part A: Charity details

Print Save Save & Exit << Back Next >>

• Is your charity registered with another charity regulator?

☒ Yes ☐ No 

Please state your registered charity number below:

OSCR  

CCEW  

CRA  

Print Save Save & Exit << Back Next >>

Select 'no' for this question.

## Declaration

✓ Introduction

✓ > Charity details

✓ > Part A

✓ > Part B

✓ > Part C

**Declaration**

Charity accounts


### Declaration

Print Save Save & Exit << Back Next >>

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

**Public benefit guidance declaration**


• I confirm that all the trustees have complied with their duty under charity law to have regard to the Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

☒ Yes ☐ No 

**Serious Incident Reporting**

If a serious incident has occurred in your charity you should contact the Commission immediately.

• I confirm that there are no serious incidents or other matters that trustees should have brought to the Commission's attention and have not done so already.


☒ Yes ☐ No 

**Final declaration**

I certify that the information entered in this form is correct to the best of my knowledge.

I confirm that the information shown in the "Online Services" for this charity is complete and accurate.

I confirm that the information entered has been approved by the charity trustees and I am authorised to submit this information.



Print Save Save & Exit << Back Next >>

### Public Benefit Guidance declaration

Under the Charities Act, charity trustees must have regard to the public benefit statutory guidance produced by the Commission. This means charity trustees must have taken it into account in making a decision where the guidance is relevant. The guidance is available here: <https://www.charitycommissionni.org.uk/manage-your-charity/register-your-charity/the-public-benefit-requirement/>

### Serious Incident Reporting declaration

If a serious incident has taken place, you are expected to report what happened to the Commission and explain how it is being managed. You will likely have already reported any incidents to GGU, but Incidents should also be reported to the Commission.

The Commission regards a serious incident as an event, whether actual or alleged, which results in, or risks, a significant:

- loss of charity money or assets
- damage to charity property
- harm to the work of the charity, its beneficiaries or reputation.

If in doubt, speak to GGU.

### Final Declaration

You are asked to declare that the information provided is accurate. This means the information in the AMR must be approved by the charity trustees before it is submitted. If you are authorised to submit the AMR on behalf of the charity trustees, you can do this by saving and printing a copy of the draft AMR for approval.

## Charity Accounts

- ✓ Introduction
- ✓ > Charity details
- ✓ > Part A
- ✓ > Part B
- ✓ > Part C
- ✓ Declaration
- ✓ **Charity accounts**

Print Save Save & Exit << Back Next >>

**Charity accounts**

All charities must attach and submit the charity accounts and reports as PDF.

- \* ☐ Charity accounts
- \* ☐ Trustee Annual Report
- \* ☐ Audit Report or Independent Examiners Report

Attach

Attach

Attach

Completed on behalf of all the charity trustees by:

- \* Title 

▼

☐ Other
- \* Name
- \* Job role or capacity
- \* Telephone number
- \* Email

On submission, your Annual Monitoring Return and attached files will be sent to the Charity Commission Northern Ireland for processing. Your charity contact will be emailed a copy of this form for your records.

You need to attach a PDF copy of:

- Your Charity accounts (including the receipts and payments accounts, and the statement of assets and liabilities)
- The Trustee Annual report
- The Independent Examiners Report

These documents will be visible on the register the day after you submit your accounts. These are not checked by anyone in the Commission before they are published, so it is important to make sure that they do not contain any sensitive or personal information that should not be published (for example bank details, or the personal addresses of trustees).

If you realise after you have submitted that there is information that should not be published in them, email [monitoring@charitycommissionni.org.uk](mailto:monitoring@charitycommissionni.org.uk) as soon as you realise so it can be taken down as quickly as possible.

**Disclaimer:** Please note the information and documentation you submit will automatically be published to the Commission's online public register. The Commission may not review the material submitted immediately and we have no control over the actions of anyone who obtains or uses data from the public register so you should ensure you only provide the information requested by the Commission.

By clicking 'submit' you are certifying that you have understood what the Commission has asked you to provide and that the trustees have individually verified the content of the material intended to be submitted and consented to its submission.

You must **not** attach bank statements to the documents submitted to the Commission.

I confirm I have read and agree to ☒ the above.

Submit

Once you have read the disclaimer, tick the box and hit submit. A copy of the completed form and documents will be emailed to the email address the Commission holds as the contact for Commission use.