



Charity Commission Annual Return Monitoring Form



Online Services Home Page

[Accessibility Help](#)

[Logout](#)

Welcome to the Charity Commission for Northern Ireland online services. You are now logged in to our secure network.
We have a range of services available, specifically for charities, enabling you to securely interact with the Commission to:

- View and make changes to your charity's details.
- Submit annual monitoring information.
- Manage your charity's financial period(s).

Please select a service from the menu below

Charity services

[View / Amend charity details](#)

[View / Amend financial periods](#)

Annual Monitoring

Annual monitoring report for 2016 Jan 01 - 2016 Dec 31 is due
[Open pending annual return](#)

[Back to Charity Commission Northern Ireland website](#)



2016 Copyright Charity Commission

Would you like to store your password for charitycommission.org.uk?

Why am I seeing this?



Annual Monitoring Return 2016

[Accessibility Help](#) | [Telephone Assistance](#)

Introduction

Print Exit << Back Next >>

- Introduction
- Charity details
- Part A
- Declaration
- Charity accounts

You have previously started this Annual Monitoring Return. You last saved it on 17/01/2017 15:19.

- Introduction
- Charity details
- Part A
- Declaration
- Charity accounts

This form applies to registered charities with financial periods beginning on or after 1 January 2016. 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**

Annual Return for charity:

Organisation name P

Any other names you are known by P

Registered charity number P

Print Exit << Back Next >>



2016 Copyright Charity Commission for Northern Ireland

This will be pre-populated for your unit.

Annual Monitoring Return 2016

[Accessibility Help](#) | [Telephone Assistance](#)

Confirm charity details: Contact details

Print Exit << Back Next >>

Please check your charity information below is correct. If it is not, please update these details on the [Charity Commission Northern Ireland website](#).

[Charity Commission Northern Ireland website.](#)

Contact details

Trustees

Area

Other

Confirm

Part A

Declaration

Charity account


17. Conclusions

ity Commission

1


0.0000

our unit

Charity emails/website 

Email for Charity Commission use

Email for public display 

Charity website 

www.girlguidinguk.org.uk

Print Exit << Back Next >>

Annual Monitoring Return 2016

[Accessibility Help](#) | [Telephone Assistance](#)

Confirm charity details: Trustees

[Print](#) [Exit](#) [Back](#) [Next >>](#)

Introduction
Charity details
Trustees
Area
Other
Confirm
Part A
Declaration
Charity accounts

Please check your charity information below is correct. If it is not, please [update these details on the Charity Commission Northern Ireland website](#).

HELP ?

Trustees		Contact details
Name	Address	
[REDACTED]	[REDACTED]	Title: [REDACTED] Personal Name: [REDACTED] Family Name: [REDACTED] Preferred Name: [REDACTED] Suffix: [REDACTED] Date of Birth: [REDACTED] Telephone: [REDACTED] Email: [REDACTED]
[REDACTED]	[REDACTED]	Title: [REDACTED] Personal Name: [REDACTED] Family Name: [REDACTED] Preferred Name: [REDACTED] Suffix: [REDACTED] Date of Birth: [REDACTED] Telephone: [REDACTED] Email: [REDACTED]
Chairperson		

P All details shown under 'Name'.

Number of trustees serving with the charity

[Print](#) [Exit](#) [Back](#) [Next >>](#)

This will be pre-populated for your unit.



Annual Monitoring Return 2016

Confirm charity details: Area of benefit

[Accessibility Help](#) | [Telephone Assistance](#)

[Print](#) [Exit](#) [Back](#) [Next >>](#)

Please check your charity information below is correct. If it is not, please update these details on the Charity Commission Northern Ireland website.

Area of benefit

Organisation operates:

- ☒ Internationally
- ☐ In the UK
- ☐ In Northern Ireland
- ☐ In Ireland
- ☐ Specific local council areas

Local council areas:

Barbidge

[Print](#) [Exit](#) [Back](#) [Next >>](#)

This will be pre-populated for your unit.



Annual Monitoring Return 2016

Confirm charity details: Other

[Accessibility Help](#) | [Telephone Assistance](#)

Print Exit << Back Next >>

- Introduction
- Charity details
- Contact details
- Trustees
- Area
- Other
- Confirm
- Part A
- Declaration
- Charity accounts

Please check your charity information below is correct. If it is not, please [update these details on the Charity Commission Northern Ireland website](#).

Charity classification

What description of charitable purposes, fit under? The advancement of education do your organisation's purposes fit under? [P](#) The advancement of citizenship or community development

Who does your organisation help? [P](#)

Children (5-13 year olds)
Youth (14-25 year olds)
Volunteers
Women

How does your organisation do this? [P](#)

Youth development
Education/training
Volunteer development
Gender
Sport/recreation

Charity's main bank account/building society account

Sort code
Bank/building society name
Account/roll number
Account name

Print Exit << Back Next >>

This will be pre-populated for your unit.

[Accessibility Help](#) | [Telephone Assistance](#)

Print Save Save & Exit << Back Next >>

- Introduction
- Charity details
- Part A
 - Finance
 - Details
 - International
 - Declaration
 - Charity accounts

Financial period start **1** **▼** January **▼** Year **2016**

Financial period end **P** 31 December Year 2016

Reporting year is first financial year

Income and expenditure 2
Enter below your charity's income and expenditure for the financial period shown above. The current financial period will be the first full financial period after 1 April 2014 for the first annual monitoring return.

Current financial period

* Income P £12,000

* Expenditure P £8,000

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

If you have an income of less than £10,000, then you will only need to complete the remainder of Part A and the declaration at the end of this document. If your income is over £10,000 you will be required to complete Part B of the application.

https://apps.charitycommission.gov.uk/our-accounts/AnnualMonitoringReturn2016/financial-period/J188815/line2_2 - Annual Monitoring Return ...

File Edit View Favorites Tools Help Page Safety Tools

The Charity Commission
for Northern Ireland

Annual Monitoring Return 2016

[Accessibility Help](#) | [Telephone Assistance](#)

Part A: Charity details

Introduction

Charity details

Part A

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

2

*** Is your charity registered with another charity regulator?**

☐ Yes ☒ No

Details

Finance

International

Declaration

Charity accounts

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

The Charity Commission
2016 Copyright Charity Commission for Northern Ireland

Please state the number of Trustees that you have.

Choose 'No' to the charity regulator question. If you have an income of less than £10,000 you will now be taken to the declaration page, if more than £10,000, you will need to complete Part B.

Annual Monitoring Return 2016

Part B: Auditing

[Accessibility Help](#) | [Telephone Assistance](#)

[Print](#) [Save](#) [Save & Exit](#) [« Back](#) [Next »](#)

Introduction	✓
Charity details	✓
Part A	✓
Part B	✓
Audit	✓
Signatories	
Staff/Assets	
Payments	
Transactions	
Fundraising	
Gift Aid	
Declaration	✓
Charity accounts	✓

* Basis of financial statements

Please select the accounting basis on which the financial statements for this financial year were prepared.

- ☒ Cash accounts ☐ Accruals accounts [?](#)

* 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 [?](#)

First name [?](#)

* Surname or organisation name [?](#)

* Address

* Postcode

Qualified

Note: If a charity's accounts are qualified by its auditors it means the picture of the charity's activities presented is not true, complete and fair. This is sometimes referred to as a qualified opinion.

Have your accounts for this financial period been qualified? [?](#)

☐ No ☒ Yes [?](#)
Tick here if the auditor/independent examiner has raised concerns within your accounts.

[Print](#) [Save](#) [Save & Exit](#) [« Back](#) [Next »](#)

Please choose the Cash Accounts option. Then choose the Independent Examination option. Then provide details of the Independent Examiner.



Annual Monitoring Return 2016

Part B: Other regulators / registrar

[Accessibility Help](#) [Telephone Assistance](#)

Print Save Save & Exit << Back Next >>

Other regulators / registrar

Please provide details of any other regulator or registrar that your charity is registered with.

- ☐ The Regulation and Quality Improvement Authority (RQIA)
- ☐ Companies House
- ☐ The Health and Safety Executive (HSE/NI)
- ☐ The Education and Training Inspectorate (ETI)
- ☐ Housing Division, Department for Social Development (DSD)
- ☐ Department for Employment and Learning (DEL)
- ☐ Financial Conduct Authority (FCA)
- ☐ Department of Enterprise, Trade and Investment (DETI)
- ☐ Other

Introduction
Charity details
Part A
Part B
Auditing
Regulators
Staff/Assets
Payments
Transactions
Fundraising
Gift Aid
Declaration
Charity accounts

Print Save Save & Exit << Back Next >>



2016 Copyright Charity Commission for Northern Ireland

Please leave this page blank.

Annual Monitoring Return 2016

Part B: Staff, Volunteers & Assets

- Introduction
- Charity details
- Part A
- Part B
- Auditing
- Regulators
- Staff/Assets
- Payments
- Transactions
- Fundraising
- Gift Aid
- Declaration
- Charity Accounts

*** Employed staff**
Please state how many staff were employed during the financial period. If you did not employ any staff enter '0'.
0

*** UK & Ireland Volunteers**
Please give the number of UK and Ireland volunteers that the charity had during the financial period. This should be a best estimate of the actual number of individual volunteers involved during the year rather than a pro-rata or full-time equivalent number. Do not include the trustees in this figure. If you had no volunteers then enter '0'.
2

*** Charity assets**
Does the charity own or lease capital assets, land or buildings?
Yes No

Please enter '0' in the employed staff box. In the UK and Ireland Volunteer box please add the number of any unit helpers and occasional helpers who helped in your unit throughout the year – do not add Trustees.

Annual Monitoring Return 2016

Part B: Trustee payments

Introduction

Charity details

Part A

Part B

Adding

Regulators

Staff/Assets

Payments

Transactions

Fundraising

Gift Aid

Declaration

Charity accounts

*** Charity trustees**
How many trustees were paid a fee or salary by the charity or related body during the accounting period?

0 £

Payments to charity trustees

Answer: In respect of all charity trustees who served at any time during the financial period and also include any persons, companies or other bodies connected with them. The charity includes any related body. Even if such items have been omitted from the charity's accounts they should still be included here on the form. Where the answer to any question is nil/none, please enter '0'.

Total amount paid to trustees during the accounting period

£0

State the total amounts paid to charity trustees during the accounting period for:

* Remuneration for being a charity trustee

£0

* Payment to trustees in settlement of out-of-pocket expenses incurred in any capacity

£0

* Payment to trustees for professional services provided to the charity

£0

* Payment to trustees for any other work done for the charity

£0

* Payment to trustees for any other reason

£0

*** Please state the largest amount owed to the charity by one charity trustee at any time during the financial period.**
If not applicable enter '0'.

0 x

Print Save Save & Exit < Back Next >

[Accessibility Help](#) | [Telephone Assistance](#)

Print Save Save & Exit < Back Next >

Please enter '0' in all the boxes, unless you make payments to Charity Trustees.

[Accessibility Help](#) | [Telephone Assistance](#)

Print Save Save & Exit << Back Next >>

Print Save Save & Exit << Back Next >>

If you fundraise please enter the information above.

Annual Monitoring Return 2016

Part B: Gift Aid

Gift Aid

* If entitled, has the charity claimed Gift Aid relief from HMRC on eligible funds? ☒ Yes ☐ No

- Introduction
- Charity details
- Part A
- Part B
- Auditing
- Regulators
- Staff/Assets
- Payments
- Transactions
- Fundraising
- Gift Aid
- Declaration
- Charity Accounts

[Accessibility Help](#) | [Telephone Assistance](#)

Print Save Save & Exit << Back Next >>

Print Save Save & Exit << Back Next >>

Please choose the appropriate option

Annual Monitoring Return 2016

[Accessibility Help](#) | [Telephone Assistance](#)

Declaration

Print Save Save & Exit << Back Next >>

- ✓ Introduction
- ✓ Charity details
- Part A
- ▼ Declaration
- Charity accounts

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

Vulnerable beneficiaries

- * Do you work with vulnerable beneficiaries?
- Yes ○ No
- * I certify that trustees have confirmed they have an appropriate policy in place for safeguarding vulnerable beneficiaries.
- 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 >>

Please choose 'Yes' to all of the above unless you need to declare a serious incident that happened within your unit.

Annual Monitoring Return 2016

Charity accounts

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

- ✓ Introduction
- ✓ Charity details
- ✓ Part A
- Part B
- ✓ Declaration
- Charity accounts

- * 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.

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. ☐

[Accessibility Help](#) | [Telephone Assistance](#)

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

Please attach the three documents required. Complete the Charity Trustee information and tick the confirm box. Then choose submit! Well done – annual monitoring form complete!