

Charity annual return questions

This document is to help charities prepare for their annual return by gathering the required information.

Submit your annual return online, once you have the information you need.

There is more guidance on the questions in the online service.

If your income is under £10,000 you only need to report your income and spending.

Section: Financial period

You will be asked to confirm the charity's financial period.

If the financial period end dates displayed are incorrect, you can change them in the financial period service.

Section: Income and spending

You will be asked to enter the charity's income and spending in the financial period form boxes provided. Please round all figures to the nearest pound (do not enter decimal places).

If your charity is part of a group and has prepared group accounts, then please use the group accounts to complete the annual return. (Group accounts are only required where group income is greater than £10,000.)

Section: Confirm income and spending

In the financial details section you will be asked to enter key financial information from your accounts, including total income.

For charities with an income greater than £500,000. The total income from your Statement of Financial Activities should match the gross income you have entered here, unless your charity has made transfers during the year, or made transfers from your endowment to your income funds. If this is the case, please exclude these amounts from the total income you enter here.

Please check the gross income figure you have entered here is correct.

Section: Serious incidents

If gross income is more than £25,000 you will be asked if there were any serious incidents that have not been reported to the Charity Commission, for the period of this return.

Section: Fundraising

Did your charity raise funds from the public?

If you answer 'Yes', you will be asked:

Did the charity work with any professional fundraisers?

Did your charity have a written agreement with each of its professional fundraisers?

Did your charity work with any commercial participators?

Did your charity have a written agreement with each of its commercial participators?

Section: Grant making

Was grant making the main way your charity carried out its purposes?

Section: Income from government contracts

During the financial period for this annual return, did the charity receive income from (grant agreements) with central government or local authorities?

If you answer 'Yes', you will be asked:

How many contracts did your charity have with central government or local authorities?

Enter total value of contracts. Please round all figures to the nearest pound (do not use commas).

What was the total value of these contracts?

Section: Income from government grants

During the financial period for this annual return, did the charity receive income from central government or local authorities?

If you answer 'Yes', you will be asked:

How many grants did your charity receive from central government or local authorities?

Enter total value of grants. Please round all figures to the nearest pound (do not enter commas).

What was the total value of these grants?

Section: Income from outside the UK

Did your charity receive income from outside the UK?

If you answer 'Yes', you will be presented with a table of countries. Select the country the charity received income from. Then answer the following questions.

What is the value of income from each country?

Please round all figures to the nearest pound (do not enter decimal points or commas).

If your charity did not have any income from the source, please enter 0 (zero).

Specify the source and amount of income from the options below:

- Overseas government or quasi government bodies
- Overseas charities, NGOs or NPOs
- Other overseas institutions
- Individuals resident overseas (for example school fees and memberships)
- Unknown/Do not know

Notes on income from other overseas institutions and individuals resident overseas

1. If your gross income is less than £25,000, only include payments that make up more than 1% of your charity's income. If your gross income is more than £25,000, only include payments that make up more than 1% of your charity's income.

2. If you are completing a 2018 annual return, these categories are optional.

Section: Operating and spending outside England and Wales

Did your charity operate outside England and Wales?

If you answer 'Yes', you will see a table of countries. Select countries or territories where your charity operated in during the financial period covered in the annual return. Then answer the following questions.

Record the total expenditure by country or territory. Please round all figures to the nearest pound (do not enter decimal points or commas).

If your charity did not spend any money in the country, please enter 0 (zero).

Note: If your charity operated in Northern Ireland or Scotland, you are not required to report spending for either of these countries.

When spending money or working outside England and Wales, did your charity transact through the regulated banking system?

Note: if you are completing a 2018 annual return, this question is optional.

What methods to transfer money did your charity use?

- Cash courier
- Other charities or NGOs/Non-Profits
- Money Service Business (e.g. Western Union)
- Informal Money Transfer Systems
- Online payment methods (e.g. PayPal)
- Other

Note: if you are completing a 2018 annual return, this question is optional.

How much money did your charity send outside the regulated banking system in total? Please round all figures to the nearest pound (do not enter decimal points or commas).

Did your charity have procedures and controls in place to monitor expenditure outside England and Wales?

Note: if you are completing a 2018 annual return, this question is optional.

Are the trustees satisfied that your charity's risk management policies and procedures cover activities and spending outside England and Wales?

Note: if you are completing a 2018 annual return, this question is optional.

Section: Subsidiaries

Did the charity have any subsidiaries?

If you answer 'Yes', you will be asked:

Were any of the trustees also directors of the charity's subsidiaries?

Section: Trustee payments

Did any of the trustees receive any remuneration, payments or benefits from the charity for legitimate trustee expenses?

If you answer 'Yes', you will be asked:

Did any of the trustees receive payments or benefits for:

- being a charity trustee?
- providing services to your charity (such as specialist services or advice provided by electricians, graphic designers, lawyers, for example)?
- any other benefit from the charity (for example, accommodation, car, holiday)? Also and benefits given to trustees who are paid members of staff

Did any of the trustees resign and then take up employment with the charity?

Section: Employees

Did any of your charity's staff receive total employee benefits of £60,000 or more?

If you answer 'Yes', you will be asked:

Enter the **number of staff** whose total employee benefits were in each of the following

£60,000 to £70,000
£70,001 to £80,000
£80,001 to £90,000
£90,001 to £100,000
£100,001 to £110,000
£110,001 to £120,000
£120,001 to £130,000
£130,001 to £140,000
£140,001 to £150,000
£150,001 to £200,000
£200,001 to £250,000
£250,001 to £300,000
£300,001 to £350,000
£350,001 to £400,000
£400,001 to £450,000
£450,001 to £500,000
Over £500,000

For your highest paid member of staff only, what was the total value of their employment?

Section: Volunteers

How many UK volunteers, excluding trustees, did the charity have during the financial year?

Section: Financial controls

Did your charity review its internal financial controls?

Section: Safeguarding

Note: only charities with particular classifications and not regulated by certain organisations are asked this question.

Has the charity obtained a standard, enhanced or enhanced with barred lists DBS check for all its employees and volunteers who are in roles that are eligible for these checks?

Only charities with annual income over £500,000 need to answer the following questions.

[At this point, other charities will be asked to provide copies of their trustee accounts.](#)

Section: Account type

IMPORTANT - You will need a final version of the published accounts to fill in the financial statements. Trustees should ensure that this section is completed by a competent person who is responsible for the charity's accounts.

The information you need to complete this section will generally be found in the statement of financial activities (SoFA).

When completing this section you may wish to look at Charities SORP.

Please indicate whether the information that you are giving is based on group accounts or individual accounts by clicking on the relevant account type. If you have prepared group accounts, please complete the following section.

Does your charity prepare:

Group accounts

Charity only accounts

Section: Income and Endowments

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figure

The indented fields may not represent the whole amount.

The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA).

Enter figures to the nearest pound and restate them in pounds if the accounts have been prepared to the nearest thousand. Do not enter decimal points or commas.

Donations and legacies

Of the total donations and legacies what amount is Legacies

Of the total donations and legacies what amount is Endowments received

Other trading activity

Investment income

Income from charitable activities

Other income

Total income and endowments

Note: The amount entered for 'Total income and endowments' minus 'Endowments Received' should be equal to the figure entered for 'Income' on the charity Information page. If the charity controls other entities or undertakings, consolidated figures should be used from group accounts where these are available.

Section: Expenditure

The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA).

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figure

The indented fields may not represent the whole amount.

Enter figures to the nearest pound and restate them in pounds if the accounts have been prepared to the nearest thousand. Do not enter decimal points or commas.

Expenditure on raising funds

Of total expenditure on raising funds what amount is Investment management costs
Other expenditure - utility services, rent, equipment etc
Expenditure on charitable activities
Of the total expenditure on charitable activities what value is Grants to institutions
Of the total expenditure on charitable activities what value is Governance costs
Total expenditure

Section: Other recognised gains/(losses)

<p>The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA).</p> <p>All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.</p> <p>Fields that are indented provide additional information and are included in the figure.</p> <p>The indented fields may not represent the whole amount.</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have been prepared to the nearest thousand. Do not enter decimal points or commas.</p>
<p>This figure should be prefixed with the minus symbol if it is a negative value.</p> <p>Gains/(losses) on revaluation of fixed assets</p>
<p>This figure should be prefixed with the minus symbol if it is a negative value.</p> <p>Actuarial gains/(losses) on defined benefit pension schemes</p>
<p>This figure should be prefixed with the minus symbol if it is a negative value.</p> <p>Net gains/(losses) on investments</p>
<p>This figure should be prefixed with the minus symbol if it is a negative value.</p> <p>Other gains/(losses)</p>

Section: Assets

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figure

The indented fields may not represent the whole amount.

The information you need to complete this section will generally be found in the Balance Sheet

Enter figures to the nearest pound and restate them in pounds if the accounts have been prepared to the nearest thousand. Do not enter decimal points or commas.

Total fixed assets

Of the total fixed assets what value is Fixed asset investments

Total current assets (petty cash)

Of the total current assets what value is Current asset investments

Of the total current assets what value is Cash at bank and in hand

Section: Liabilities

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figure

The indented fields may not represent the whole amount.

The information you need to complete this section will generally be found in the Balance Sheet

Enter figures to the nearest pound and restate them in pounds if the accounts have been prepared to the nearest thousand. Do not enter decimal points or commas.

Creditors due within one year

Creditors falling due after one year and provisions

Defined benefit pension scheme asset/(liability)

Total net assets/(liabilities)

Section: Funds

The information you need to complete this section will generally be found on the Balance Sheet and the accounts.

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figure.

The indented fields may not represent the whole amount.

Enter figures to the nearest pound and restate them in pounds if the accounts have been prepared to the nearest thousand. Do not enter decimal points or commas.

Endowment funds

Restricted funds

Unrestricted funds

Total funds (income and petty cash assets)

Section: Additional information

The information you need to complete this section will generally be found in the notes to the accounts.

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Enter figures to the nearest pound and restate them in pounds if the accounts have been prepared to the nearest thousand. Do not enter decimal points or commas.

Support costs

Depreciation charge for the year

Level of reserves

Average number of employees

Section: Send Trustees' Annual Report and Accounts

You are required to submit your Trustees' Annual Report and accounts for this financial year if you want to attach this at the time of completing the annual return.

Section: Submit Trustees' Annual Report, external scrutiny and

You are required to submit your Trustees' Annual Report and accounts for this financial year.

You can attach files in any of the following formats: .docx and family, .xlsx and family. Each file cannot exceed 25MB.

You must attach a complete set of accounts which is comprised of the Trustees' Annual Report and appropriate independent examiners' / auditor's report.

Privacy Notice

[This privacy notice](#) explains how the Charity Commission processes personal data with the annual return service including uploading the charity's accounts and trustees' annual report.

The charity's accounts and trustees' annual report are published in full on the Commission's website. When completing the annual return 21 (AR21) service, your charity will be processing personal data which is special category personal data. This personal data is included in the response to the question set in the AR21 service or it may be included in the accounts and trustees' annual report.

Some personal data is required to be included by SORP but other personal data may be included if it is relevant to the charity's financial performance or governance such as the names and roles of trustees, employees, donors, volunteers and beneficiaries.

The charity as the data controller is responsible for ensuring that its response in the annual return 21 (AR21) service meets its obligations under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 for all the personal data processed. You will need to ensure that you are including personal data about children, adults at risk, special category personal data. Trustees who have a dispensation from including their name in the accounts.

By continuing to upload the accounts you certify that you have read this privacy notice and you authorize the charity trustees to submit information.

Select this option if you want to attach one file for all reports - file must not exceed 2 MB.
Do not use special characters when naming the file. For example do not use these characters:

By selecting this option you confirm that the file includes all of the following:

Trustees' annual report

Accounts

Examiner's / auditor's report

Select this option if you want to attach a separate file for each report - each file must

Do not use special characters when naming the files. For example do not use these

@

Does your independent examiners/auditors report identify any areas where accounting disclosures not fully made or accounting records incomplete?

Note: charitable incorporated organisations (CIOs) with income of £25,000 or less will not be asked this question.

Section: Check and submit your annual return

Before you complete the declaration and submit the annual return, you should check of the information you have provided.

Notes

1 April 2020 - 31 March 2021

income £12445, expenditure
£7064

Covid 19 grant from KLWNBC
£10000 Expenditure - pillar
drill and saw bench were more
expensive than our usual
purchases

n/a
no
no
n/a
no
n/a
no
no
n/a
n/a
yes
one

£10,000
no
no

no
no

no

no

no

10

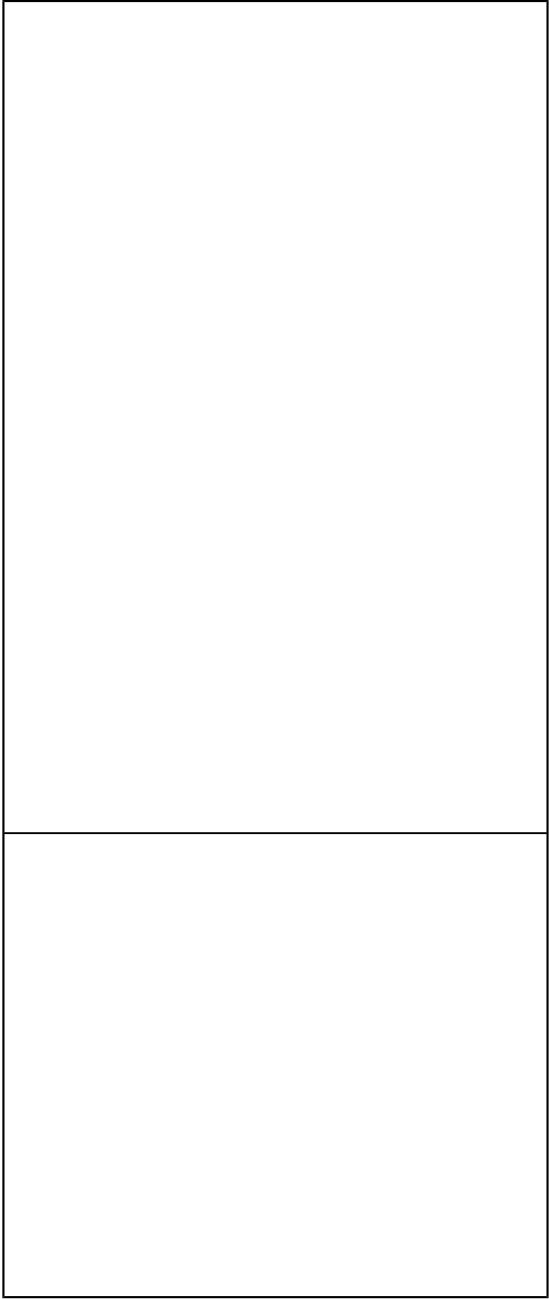
no
No one holds a role that is regarded as eligible for DBS checks
accounts.
charity only accounts

0
0
0
0
0
0
£12,445
£12,445
0

0
£7,064
0
0
0
£7,064
0
0
0

0
0
£424
0
£424
0
0
0
£424

0
0
£12,445
£12,869
0
0
0
0
yes





CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name King's Lynn Men's Shed	No (if any) 1182664
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DRAFT Receipts and payments accounts

CC16a

For the period from	Period start date 4/1/2020	To	Period end date 3/31/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	1,145	-	-	1,145	-
Grant: Groundwork/Tesco	1,000	-	-	1,000	-
Grant: Drawings	10,000	-	-	10,000	-
R Frost funeral	214	-	-	214	-
Other donations	86	-	-	86	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	12,445	-	-	12,445	-
A2 Assets					
Petty cash	424	-	-	424	-
	-	-	-	-	-
Sub total	424	-	-	424	-
Total receipts	12,869	-	-	12,869	-
A3 Payments					
Electricity	309.83	-	-	310	-
Insurance	456.80	-	-	457	-
Photocopier	368.00	-	-	368	-
Smartwater security	296.24	-	-	296	-
Pillar drill	594.59	-	-	595	-
Saw Bench	1092.46	-	-	1,092	-
Tools	3,946	-	-	3,946	-
Sub total	7,064	-	-	7,064	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-

Total payments	7,064	-	-	7,064	-
Net of receipts/(payments)	5,805	-	-	5,805	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	4,852	-	-	4,852	-
Cash funds this year end	10,657	-	-	10,657	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
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B1 Cash funds

	to nearest £	to nearest £	to nearest £
Principal bank account	10,233	-	-
Petty cash	424	-	-
	-	-	-
Total cash funds	10,657	-	-
(agree balances with receipts and payments account(s))	OK	OK	OK
	Unrestricted funds	Restricted funds	Endowment funds
	to nearest £	to nearest £	to nearest £

B2 Other monetary assets

Details			
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use


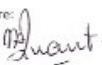
Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Furniture and equipment	Principal bank account		2,500
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	

Signed by one or two trustees on
behalf of all the trustees

		-	
		-	
		-	

Signature	Print Name	Date of approval
Signature: 	Steve Clark	
Signature: 	Dennis Quant	