

Colchester Islam Community Centre (CICC)
Charity No 1175376

Annual report and accounts

For the period
1 Apr 2020 – 31 Mar 2021

Formally approved by :-

| | |
|--------------|----------|
| Chair | S Choksy |
| Finance lead | M Nadim |

| | |
|------|------------|
| Date | 10/05/2021 |
|------|------------|

after review by all current Trustees.

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i. Version control

| Version | Date | By | Disc |
|---------|-----------|----|-------------|
| 1 | 10/5/2021 | MN | First Issue |
| | | | |
| | | | |

1. Report structure

This report follows the guidance provided by SORP

http://www.charitycorp.org/media/619101/frs102_complete.pdf

2. Objectives

The charitable objectives of CICC are as follows:

(From CICC Constitution v1.3 document section 3.)

- a) To advance Islam, in particular but not exclusively, by the provision of facilities in Colchester for public worship, based on Sunni Islamic principles.
- b) To further or benefit the residents of Colchester and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents. In furtherance of these objects but not otherwise, the trustees shall have power: To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects and subject to the provisions of purpose 1.
- c) The promotion of religious harmony for the benefit of the public by: educating the public in Islam and through interfaith dialogue, promote awareness and knowledge of different religious beliefs including their distinctive features and their common ground, so as to promote good relations, respect and mutual understanding between persons of different faith.

2.1 Objective updates

During March 2021 AGM some changes to the charity objectives/purposes were proposed. These are going through formal process to be agreed by the membership and will then be submitted to charity commission for approval. Once fully approved this section will be updated.

3. Trustees report

The Colchester Islamic Community Centre (CICC) first came into being in January 2017 and a fully registered charity in October 2017. Since inception, it has been working hard on these objectives and has matured and developed into an organisation which is recognised and respected by the Muslim community in Colchester and beyond.

CICC has hired venues and organised numerous, activities, social functions, educational lectures and conferences in Colchester.

3.1 Trustee board and governing document

At inception, CICC had nine interim trustees, who were selected to stand for a maximum of 18 months. They were then replaced by trustees who were elected to the post in an election held in March 2019 (see below). CICC is bound by its governing document, the Constitution.

3.2 Elections

An independent election committee was set up to replace the outgoing trustees and to oversee election of a new set of trustees.

The election committee contacted the individual registered members of CICC to nominate up to 9 individuals for the post of trustee. There were 12 trustee nominations, all of whom fulfilled the Charity Commission's criteria. All 9 trustee positions were filled, and the results were announced at the AGM on 31st March 2019. The Charity commission online portal was updated with the details of the new substantial trustees. A chairman, secretary and treasurer were chosen internally by the trustees.

Further changes to the trustees was proposed at March 2021 AGM. These are going through formal approval processes.

3.3 Management structure and meetings

Monthly meetings are held attended by Trustees and volunteers. These are generally on the first Saturday of the month in line with the CICC constitution.. Several ad-hoc trustee meetings are held when important decisions need to be made. All meetings are carefully documented by the secretary. Two AGMs were held: 13th May 2018 and 31st March 2019 where CICC members were updated on progress of the charity and given an opportunity to have their say.

AGM planned to be held in March 2020, had to be cancelled due to the pandemic and lockdown. A Zoom based AGM was held March 2021.

3.4 Membership

Membership is free. Members can join online, through the website or at events. CICC has a strict policy on data protection and is GDPR compliant.

3.5 Governance

Policies and procedures are under development. Volunteers working with youth and vulnerable adults were required to complete satisfactory DBS checks and safeguarding training. CICC has a safeguarding policy for children and is currently developing further policies and procedures to ensure highest standards of governance.

3.6 Risk Management

Trustees acknowledge their responsibility to manage risk. Risks are identified and discussed at trustee meetings. Current Risks identified are:-

- Lack of fully staffed organisational structure
 - Reliance on donations to raise enough finance for further improvements/development of the property
 - Reliance on donations to cover ongoing costs
 - Lack of venue to hold activities.
- Property has been purchased but needs major renovation before can be used.

Systems to control risks include developing a full organizational structure and ongoing fundraising to meet the needs of the charity.

3.7 Finances

CICC has two bank accounts, a general expense account and a property account. Money can only be withdrawn from the property account if it is for an expense related to the property. Money can only be withdrawn from the expense account by cheque, signed by two separate trustees of CICC.

3.8 Fundraising

CICC is registered for gift aid which increases the value of donations from UK taxpayers. During FY 2019-20 significant funding raising activities were undertaken to raise the remaining funds needed to complete purchase of a property for £475,000 by September 2019. During FY2020-21 General funding continues to support the charity. However due to COVID no major funding raising was undertaken.

3.9 Website and social media

CICC has website under the domain www.cicc.co.uk. The website became operational in February 2018 and gives a wealth of information about CICC including activities and events, and also allows visitors to register, become a member, donate, volunteer and look up prayer times. The dominant platform for communicating with members is WhatsApp. CICC also has a twitter and facebook account and is seeking to increase its presence on social media.

3.10 Property

After a long search a suitable property was found, on the outskirts of Colchester. Members were consulted at the AGM on 31st March 2019 about this property. This property was successfully purchased in September 2019. During FY2020-21 minor refurbishment of the property continues. Major refurbishment is being planned.

4. Achievements and Performance

4.1 During period 1 April 2020 – 31 March 2021

CICC continues to work on setting up and establishing activities and events based on the community needs in line with our charitable objectives, most of which overlap all 3 objectives. During the whole of this reporting period the UK was facing a pandemic with varying levels of lockdown restrictions. As a result, CICC moved all its activities to online platforms such as Zoom.

4.1.1 Advance Faith

Many of CICC's activities and events advanced the faith, amongst them were women's Qur'an classes, Arabic lessons, and CICC lecture series, all held via Zoom. It is anticipated that once the community centre is refurbished and the pandemic over, most activities and events will take place at the centre. More details of the held activities/ events can be found under the second and third objectives as there is an overlap.

4.1.2 Benefit community & Establish Community Centre

A lot of effort has gone into spawning an environment at CICC's events/ activities where Muslims from whichever background, can feel at ease with each other. Evidence of success in this endeavour can be seen through the sense of unity that has built up amongst the members and the overall benefit that has had on the community. All CICC activities have been designed and organised for the benefit of the community. A building was purchased in September 2019 to serve as CICC's community centre, but needs a lot of refurbishment. Progress has been delayed by the pandemic, consequently all efforts in uniting the community have been conducted through social media and Zoom; further details below.

In addition to this and in response to the pandemic, CICC formed a Wellbeing team with the aim of supporting our membership through this unprecedented time, e.g. by delivering groceries/ prescriptions to those self-isolating and keeping in contact with those at risk of loneliness.

4.1.2.1 *Women's Quran class*

Due to lockdown and the need to keep a feeling of togetherness within the community, the weekly ladies' Quran class was replaced with daily classes held on Zoom. The aim is to bring women together to learn how to recite the Quran correctly with its rules. It is open to all women regardless of prior knowledge and includes teaching the basics of Arabic to new Muslims.

4.1.2.2 *Revert Support Network (those who converted to Islam)*

CICC has a 'Revert Support Network' and runs a Revert Circle (now held on Zoom) once a month that aims to create an environment where New Muslims, or those interested in Islam can learn about the faith through talks/ workshops, mix with people similar to themselves and gain more confidence to mix with the wider community, thus preventing social isolation.

4.1.2.3 Annual women's conference

Due to the pandemic, it was not possible to hold a gathering for women. However, a Zoom Sisters' Meetup was organised on a weekly basis. Various interest WhatsApp groups were also set up to aid wellbeing, such as a gardening group and cookery group.

4.1.2.4 Youth Circle

Youth Circle was suspended due to the pandemic.

4.1.2.5 Youth Football

It was not possible to hold any sports activities for the youth due to the pandemic.

4.1.2.6 Kids Ramadan and Eid workshops

Kids Ramadan and Eid workshops were not held during this period due to the pandemic and lockdowns.

4.1.2.7 Islamic Lectures

The CICC organised numerous lectures on different topics to help educate the community as well as bringing people together. Topics covered this year have included: - Making a Will and its Importance, Building Trust in Allah, Miracles in the Quran, The Muslims' Role and Responsibilities during a Pandemic. Additionally, there was a short course on Gratitude. All were well attended. Family Social Events

Social events could not be held due to the pandemic and lockdowns. In place some information lectures were held via Zoom or Facebook live, with speakers talking on topics from their professional specialism. Topics included Health and Wellbeing, Mental Health, Autism, Dementia and Vaccinations.

4.1.2.8 Squash and Cycling

The CICC has organised opportunities to engage in sport on an adhoc basis. This encourages socialization of the Muslim community through engaging in healthy activities. These session continued sporadically, in accordance with the local lockdown restrictions.

4.1.2.9 Eid prayer in the park

The CICC worked with other Islamic charities such as the Colchester Mosque (CICA) for the wider benefit of the Muslim community in Colchester, e.g. by helping with the facilitation of the Eid prayers, run by CICA, so they would be free and easily accessible. However this year restrictions, as to attendance, needed to be in place due to COVID19 safety measures.

4.1.2.10 *Establish a community centre*

One of CICC's objectives was to provide a community facility to cater for the needs of Muslims and to promote social welfare, education and racial harmony. As well as providing, much needed, additional prayer facilities. CICC found a suitable premises and work started on refurbishment. Due to the pandemic work was slowed down and is still ongoing.

4.1.3 Religious Harmony

All of the aforementioned activities and events also aim to provide religious harmony, primarily within the Muslim Community. The Muslim community comprises of a variety of people from all over the world, with different cultures. CICC has been successful in promoting respect, understanding and religious harmony between this diverse community through the various activities and events organised. Many of CICC's events are also open to people of other faith or none.

As serving the community is very important in Islam, CICC has developed specific services and an outreach programme to benefit the whole community.

4.1.3.1 *Bereavement support*

CICC has a dedicated team that offers the community funeral and bereavement support. As Colchester Muslims do not yet have the appropriate facilities for burials, there is collaboration with Hunnabal Funeral Directors in Colchester and CICA.

4.1.3.2 *Sisters Coffee mornings*

Sisters' Coffee Mornings take place every month and is part of our outreach programme. It aims to bring Muslim women, women of other faiths, or no faith, together to enjoy a cup of tea/coffee. It offers an opportunity to socialise and help each other. Unfortunately, due to the pandemic these had to be temporarily suspended.

4.1.3.3 *Revert Support*

The Revert Support Network mentioned above is also part of CICC's outreach programme.

4.1.3.4 *Eid prayers in the Park*

As a further part of the outreach program and to encourage wider community focus and better understanding of the Muslim faith, as portrayed through action, CICC aims to help other charities and the needy in the local community. As mentioned above, CICC members have volunteered to help Priory Street Mosque (CICA) run the Eid prayers in the Castle Park.

4.1.3.5 *Iftars (Feeding the fasting)*

As part of our outreach programme, money was raised to sponsor iftars for; students at Essex University and Priory Street Mosque during Ramadan.

4.1.3.6 Foodbank

Members collected money for the local Foodbank and presented them with a cheque in November 2020 in addition to some home sewn reusable facemasks (see below).

4.1.3.6 Facemask Project

At the onset of the pandemic, it was difficult to buy reusable facemasks. As part of the Wellbeing group some members set themselves a target to make reusable facemasks and donate them to vulnerable members and local charities. Over 1000 were made and donated to many charities including those supporting the homeless and refugees, as well as the foodbank.

5. Structure, Governance and Management

5.1 Constitution

Current constitution document.

Colchester Islamic Community Centre (CICC), Version 1.3, 21-10-2017

5.2 Incorporated as a CIO

The CICC is a Charitable Incorporated Organisation (CIO) as defined by the Charity Commission.

5.3 Constitution Model

The CICC constitution will adopt Model 2 (The 'Association' Model) as defined by the charity commission.

5.4 Trustee appointment

Processes are fully covered in the CICC constitution v1.3, in section 12 to 18.

| | | |
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6. Reference and administrative details



6.1 Registered name of charity

Colchester Islamic Community Centre

6.2 UK Charity registration number

Number 117537 and Registered in UK.

6.3 Address of its registered office

The principal office of the CICC is in Colchester, England.
7A MAGDALEN STREET
COLCHESTER
CO1 2JT

6.4 Charity trustees names

6.4.1 First set of trustees at formation of CICC January 2017

1. Dr Noshaba Rasool
2. Dr Farooq Siddique
3. Dr Muhammed Al-Dabbagh
4. Mr Muhammed Nadim
5. Dr Sohail Choksy
6. Dr Shabuddin Khan
7. Dr Fowad Murtaza
8. Dr Hulkar Mamayusupova
9. Mrs Maria Tonnessen

6.4.2 Current Trustees elected at 31 March 2019 AGM.

1. Shoomi Chowdhury
2. Dr Farooq Siddique
3. Miss Dulon Sattar
4. Mr Muhammed Nadim
5. Dr Sohail Choksy
6. Mr Ismael Van Der Schyff
7. Mrs Alex Barakat
8. Mr Shazad Maqsood
9. Mr Kazeem Oloyede

6.4.3 Trustee changes proposed at March 2021 AGM

During AGM March 2021 a number of trustee changes were purposed. These are going through formal approval process with the membership and then Charity Commission will be advised. Once these processes are completed this section will be updated.

6.5 Exemptions from disclosure

CICC have not withheld any trustee names or office address from this report.

7. Serious incident report for CICC

<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

The Trustees have followed the guidance in “How to report a serious incident in your charity” and specifically reviewed the “What to report” & “Deciding what to report examples”.

7.1 During FY 2017 – 2018

There have been no incidences reported.

7.2 During FY 2018 – 2019.

There have been no incidences reported

7.3 During FY 2019 – 2020.

There have been no incidences reported

7.4 During FY 2020 – 2021.

There have been no incidences reported

8. Financial review

8.1 Independent Examiners Report

This is a PDF copy of the report.

E M A Squared

Chartered Accountants

T: 01787 743 017

W: emasquared.co.uk

Colchester Islamic Community Centre Independent Examiners Report to the Trustees For the period ending 31 March 2021

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

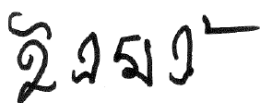
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiners statement - matter of concern identified

I have completed my examination. I confirm that NO material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



EMA Squared
Chartered Accountants
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Nr. Colchester
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Earls Colne
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Firm No CO04 994 942



8.2 Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

Colchester Islamic Community Centre as an Association Charity Incorporated Organisation registered with the Charity Commission, meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

Income and expenses are recognised on an accrual's basis.

8.3 Reporting period

The reporting period was 1 April 2020, to 31 Mar 2021

8.4 Subsequent events

The freehold interest in a property was acquired in Sep 2019 to establish the community centre. During FY2020-21 minor refurbishment activity continues.

8.5 Holding reserve

CICC Trustees have decided that funds can be earmarked for purchase and development of property, then they are not be used for any other charity activities.

8.6 Fund accounting

CICC funds are unrestricted in their use and can be spent for any charitable purposes of the charity. CICC has earmarked certain funds for property purchase and development. CICC has earmarked certain funds for specific items for the centre.

8.7 Trustee remunerations

CICC trustees are not paid for the work they undertake. All Trustee work is voluntary

8.8 Staff remunerations

CICC does not currently have any employees.

8.9 Independent examiner remunerations

CICC retains a firm of accountants to undertake independent review of the charity accounts. They are paid a fixed fee of £250 + VAT per year, for all the services they provide.

9. Summary accounts

9.1 Statement of Financial Activity – period 1 April 2020 – 31 Mar 2021

Colchester Islamic Community Centre Charity No 1 175 376

Statement of Financial Activity For the year ended 31 Mar 2021

| | All unrestricted and restricted funds Year ended 31 Mar 2021 | Total funds Prior Period | Notes |
|--|---|--------------------------------|-------|
| Income and endowments: | | | |
| Donations and legacies | 10,539 | 128,612 | |
| Charitable activities | 3,280 | 9,238 | |
| Other trading activities | 7,117 | 168,170 | |
| Gift aid received | - | 71,078 | |
| Other | 45,866 | 120 | |
| Total | 66,802 | 377,218 | |
| Expenditure: | | | |
| Charitable activities – Donations to other Charities | - | 4,809 | |
| Charitable activities – Gifts and Organising | 1,320 | 2,510 | |
| Trading activities Raising funds by Hosting | 682 | 5,505 | |
| Other – Public liability Insurance | 1,094 | 882 | |
| Other – Disclosure barring service | - | 100 | |
| Other – Independent Examination | 300 | 300 | |
| Other – Utilities | 1,911 | 1,291 | |
| Other – Other professional services | 21 | 407 | |
| Total | 5,238 | 15,804 | |
| Net Income/(Expenditure) | 61,474 | 361,414 | |
| Transfers between funds | - | - | |
| Other recognised Gains/(Losses) | - | - | |
| Net movement in funds | 61,474 | 361,414 | |
| Reconciliation of funds: | | | |
| Total funds brought forward | 520,517 | 159,103 | |
| Total funds carried forward | 581,991 | 520,517 | |

9.2 Balance Sheet

| | At 31 Mar 2021 | At 31 Mar 2020 | Note |
|---|----------------|----------------|------|
| Fixed assets: | | | |
| Tangible assets | | | |
| Property | 475,000 | 475,000 | |
| Property refurbishment in year | 30,047 | 21,390 | |
| Total | 505,047 | 496,390 | |
| Current assets: | | | |
| Cash at bank | 82,544 | 29,427 | |
| Total | 82,544 | 29,427 | |
| Liabilities: | | | |
| Creditors due within 1 year – Accruals | 600 | 300 | |
| Creditors due within 1 year – Qarde Hasana | 5,000 | 58,500 | |
| Creditors due within 1 year – Qarde Hasana repaid | | (58,500) | |
| Total | 5,600 | 5,300 | |
| Net current Assets/(Liabilities) | 76,944 | 24,127 | |
| Total assets Less current liabilities | 581,991 | 520,517 | |
| Creditors due after 1 year | - | - | |
| Provision for liabilities | - | - | |
| Total Net Assets/(Liabilities) | 581,991 | 520,517 | |
| Total Charity funds: | | | |
| Restricted and Unrestricted funds | 581,991 | 520,517 | |

10. Accounts Sign Off

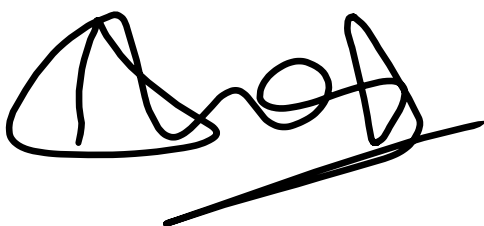
For Statement of Financial Activity – period 1 Apr 2020 – 31 Mar 2021

The financial statements in this document, comprising: -

- (i) Finance review
- (ii) Statement of financial activities
- (iii) Balance sheet

Have been reviewed and agreed by all CICC trustees.

Signed on behalf of all trustees: -

A handwritten signature in black ink, appearing to be 'S Choksy', with a long horizontal stroke extending from the bottom right.

S Choksy

M Nadim

Mr Sohail Choksy
Chairman

Mr M Nadim
Finance lead

Date **10/05/2021**

11. 2020 Annual Return questions

CICC has reviewed the guidance to ensure all relevant Q's are covered in the annual return.

Non relevant sections have been "greyed out", the responses for the applicable question are below.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/780784/Annual_Return_2014_and_2015_004_Feb_19.pdf

For Statement of Financial Activity – period 1 April 2020 – 31 Mar 2021

| Ref | 2019/20 Annual Return questions Part A | Question status | Who needs to complete the question | Will the information be shown to the public on the register? | CICC response |
|-----|---|--|--|--|------------------|
| 3 | Income and spending | No change from previous annual returns | All charities | Yes | In this document |
| 4 | For the period of this return, where there any serious incidents that the charity failed to report to the commission? | Minor amendment to question wording | All charities with income over £25,000 | No | In this document |
| 5 | Does your charity raise funds from the public? | No change from previous annual returns | All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000 | Yes | In this document |
| 6 | Does your charity work with a professional fundraiser? | New question | As above and only asked if the answer is YES to Ref 5 | Yes | NO |
| 7 | Does your charity have written agreements with all of its professional fundraisers? | New question | As above and only asked if the answer is YES to Ref 6 | Yes | N/A |
| 8 | Does your charity work with a commercial participator? | No change from previous annual returns | As above and only asked if the answer is YES to Ref 5 | Yes | N/A |
| 9 | Does your charity have written agreements with all of its commercial participators? | Minor amendment to question wording | As above and only asked if the answer is YES to Ref 8 | Yes | N/A |
| 10 | Is grant making the main way your charity carries out its purposes? | No change from previous annual returns | All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000 | Yes | NO |
| 11 | During the financial period for this return, did your charity receive income from contracts (other than grant agreements) from central government or a local authority? | Minor amendment to question wording | All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000 | Yes | NO |

| | | | | | |
|----|---|--|--|-----|----------|
| 12 | How many contracts (other than grant agreements) did your charity have from central government or a local authority? | New question | As above and only asked if the answer is YES to Ref 11 | Yes | N/A |
| 13 | What was the total value of the contracts held from central government or a local authority? | Minor amendment to question wording | As above and only asked if the answer is YES to Ref 11 | Yes | N/A |
| 14 | During the financial period for this return, did your charity receive any grant funding from central government or a local authority? | New question | All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000 | Yes | NO |
| 15 | How many grants did your charity receive from central government or a local authority? | New question | As above and only asked if the answer is YES to Ref 14 | Yes | N/A |
| 16 | What was the total value of the grants held from central government or a local authority? | New question | As above and only asked if the answer is YES to Ref 14 | Yes | N/A |
| 17 | During the financial period for this annual return, did the charity receive income from outside of the UK? | New question | All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000 | No | NO |
| 18 | Select countries the charity received income from, or select 'Unknown/don't know if applicable'. | New question | As above and only asked if the answer is YES to Ref 17 | No | N/A |
| 19 | What is the value of income by country? For each country specify the source and amount of income from the options: a) Overseas Governments or quasi government bodies; (including EU) b) Overseas Charities, NGO's or NPO's c) Individual donors resident overseas d) Overseas institutional donors/institutions (for example private company donations) e) Unknown/don't know | New question | As above and only asked if the answer is YES to Ref 17 For Individual donors and private institutions (c and d categories) we will apply a threshold of payments of over £25,000 or 80% of charity income. For these two categories, providing the data in the 2018 annual return will be optional, but the categories will become mandatory for the 2019 annual return. | No | N/A |
| 20 | During the financial period for this annual return, did your charity operate outside England and Wales? | No change from previous annual returns | All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000 | Yes | NO |
| 21 | Select Countries the charity operated in during the financial period covered by this annual return | No change from previous annual returns | As above and only asked if the answer is YES to Ref 20 | Yes | N/A |
| 22 | Record the total expenditure by Country | No change from previous annual returns | As above and only asked if the answer is YES to Ref 20 | Yes | N/A |
| 23 | When spending money outside England and Wales, did your charity transfer money other than using the regulated banking system? | New question | All Charitable Incorporated Organisations (CIOs) All other charities with income over £10K This question will be optional for the 2018 annual return, but compulsory for the 2019 annual return. | No | NO & N/A |
| 24 | What methods to transfer money did the charity use and what was the value? A) Cash courier | New question | As above and only asked if the answer is YES to Ref 23 This question will be optional for the 2018 | No | N/A |

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| | b) Other charities or NGO's/NPO'S c) Money Service Business (MSB) d) Informal Money Transfer Systems e) Online payment methods (e.g. Paypal) f) Other | | annual return, but compulsory for the 2019 annual return. | | |
| 25 | Does the charity have monitoring controls in place to monitor overseas expenditure? | New question | As above and only asked if the answer is YES to Ref 23 This question will be optional for the 2018 annual return, but compulsory for the 2019 annual return. | No | N/A |
| 26 | Are the trustees satisfied that the charity's risk management policy and procedures adequately address the risks to the charity arising from its activities and/or where it operates? | New question | As above and triggered when answered YES to Ref 23 This question will be optional for the 2018 annual return, but compulsory for the 2019 annual return. | No | N/A |
| 27 | Does the charity have any trading subsidiaries? | No change from previous annual returns | All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000 | Yes | NO |
| 28 | How many trustees are also Directors of the trading subsidiaries? | New question | As above and only asked if the answer is YES to Ref 27 | Yes | N/A |
| 29 | During the financial period for this annual return, did any of the trustees received remuneration or benefits other than expenses incurred? | Minor amendment to question wording | All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000 | Yes | NO |
| 30 | For what services were any of the trustees paid? a) paid for being a trustee b) paid for providing professional advice or services to the charity c) any other benefit from the charity | Minor amendment to question wording | All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000 | Yes | N/A |
| 31 | During the period covered by this annual return, did any of the trustees resign and take up employment with the charity? | New question | All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000 | Yes | NO |
| 32 | During the financial period for this annual return, did any of your charity's staff receive total employment benefits of £60,000 or more? | New question | All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000 | Yes | NO |
| 33 | Enter the number of staff for each of the following salary bands: £60,000 - £150,000 (increments of £10,000) £150,001 - £500,000 (increments of £50,000) Over £500,000 | New question | As above and only asked if the answer is YES to Ref 32 | Yes | N/A |
| 34 | What was the value of the total employee benefits provided by the charity to its highest paid employee? | New question | All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000 | No | £0 N/A |

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| 35 | How many UK volunteers, excluding trustees, did your charity have during the financial period? | No change | All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000 | Yes | 10 all Part time |
| 36 | During the financial period for this annual return, did your charity review its financial controls? | No change | All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000 | Yes | Yes |
| 37 | Has the charity obtained a Disclosure and Barring Service (DBS) check on all trustees, employees and volunteers in eligible positions? | New question | All Charitable Incorporated Organisations (CIOs) All other charities with income over £10,000 Question will be triggered for charities with particular classifications and regulated by certain organisations | No | Yes For relevant positions |
| Part B | | | | | |
| 39 | No changes to part B questions that have been asked in previous years | No change from previous annual returns | All charities with income over £500,000 | N/A | N/A |
| Part C | | | | | |
| 40 | Send trustees' annual report and accounts | Amendment to upload functionality. You will be able to attach 3 files or 1 consolidated file - trustees' annual report/accounts/auditor's report | All Charitable Incorporated Organisations (CIOs) All other charities with income over £25,000 | Yes | Will be done |
| Declaration | | | | | |
| 41 | Complete a declaration. It will collect your name, position, contact details and the date. | Minor amendment to the declaration (it will ask for your role) | All charities and CIOs | N/A | OK |
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