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Private & Confidential

Mr A Rangan & P Jenkins
British Elbow & Shoulder Society
Royal College of Surgeons of Eng
35-43 Lincoln's Inn Fields
London
WC2A 3PE

Our Ref: JJ/CH/B1046/Y/s

18 August 2021

Dear Amar & David

Financial Statements for the period ended 31 March 2021

I have uploaded the dormant financial statements for the above period to the client portal for approval.

I have also uploaded the Annual Return checklist which will be completed when the financial statements are submitted to the Charity Commission.

Please examine the documents and, if appropriate, please electronically approve them.

A fee note will be issued under separate cover.

If you have any queries regarding the above, please do not hesitate to contact me.

Yours sincerely

Claire Hills

14 Grosvenor Court, Foregate Street, Chester, Cheshire, CH1 1HG. Tel: 01244 401010 Fax: 0845 009 0561

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Report of the Trustees and
Unaudited Financial Statements
for the period
9 September 2020 to 31 March 2021
for
British Elbow & Shoulder Society

Bennett Brooks & Co Ltd
Chartered Accountants
14 Grosvenor Court
Foregate Street
Chester
Cheshire
CH1 1HG

**Contents of the Financial Statements
for the period 9 September 2020 to 31 March 2021**

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British Elbow & Shoulder Society
Report of the Trustees
for the period 9 September 2020 to 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the period 9 September 2020 to 31 March 2021. The trustees have adopted the provisions of 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 2019).

The members of council are pleased to present their report together with the British Elbow and Shoulder Society's ("the Society") Statement of Financial Activities for the year ended 31 March 2021.

OBJECTIVES AND ACTIVITIES

History aims and activities of the Society

The British Elbow and Shoulder Society was established on 28 March 1987 with the following aims:

- 1) To foster and advance the science and practice of elbow and shoulder care through scientific meetings, educational programs and by encouraging research.
- 2) To organise regular interdisciplinary scientific material.
- 3) To strive to standardise assessment, scoring of disability, and nomenclature relevant to the elbow and shoulder.
- 4) To improve quality of care by encouraging the national collection of scientific data and functional outcomes.
- 5) To function as an educational society to further learning through scientific meetings, educational fellowships, and both knowledge-based and skills-based educational courses.
- 6) To foster research through scientific meetings, fellowships and by encouraging research collaboration between members.
- 7) To cultivate international relationships in the field of elbow and shoulder care.

Review of activities and future developments

The Society holds an annual conference to which all members are entitled to attend.

The Society has prudently built up significant reserves and has the intention in the future of providing research grants or other forms of assistance in the furtherance of its aims and objectives.

STRATEGIC REPORT

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

British Elbow & Shoulder Society (BESS) was formed on 28 March 1987 and became a registered charity on 09 September 2020.

Organisational structure

The officers of the Society are as follows:

President
Vice-President
Immediate Past President
Past President
Honorary Secretary
Honorary Treasurer
Treasurer Elect
Research Committee Chairman
Education Committee Chairman
Allied Health Professional Representative
Membership secretary and Data Controller
Webmaster
Quality Outcomes Lead

All the office bearers will be elected at the Annual General Meeting ("AGM") from amongst the members. No positions are unfilled at the date of this report.

The Society normally holds its AGM during the course of its annual conference although this year it is to be held remotely on 30 June 2021 due to Covid restrictions. Other general meetings (council meetings and sub-committee meetings) are held during scientific meetings and at other times as decided by the council. A quorum of 10 members is required at full council meetings.

British Elbow & Shoulder Society

Report of the Trustees for the period 9 September 2020 to 31 March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Related parties

There are no related parties.

Reserves policy and risk management

The Committee's intention is that it should have free reserves in excess of £100,000 in order that it can broaden its activities and more fully pursue the objectives set out above. The Committee has considered the risks the Society faces in its pursuit of its aims and objectives and has established an annual review of the risks faced.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

CE022999 (England and Wales)

Registered Charity number

1191220

Registered office

Royal College of Surgeons of Eng
35-43 Lincoln's Inn Fields
London
WC2A 3PE

Trustees

Prof Amar Rangan President (appointed 9.9.20)
Mrs Anju Jaggi AHP Representative (appointed 9.9.20)
Mr Chris Peach Research Committee Chairman (appointed 9.9.20)
Mr David Clark Honorary Treasurer (appointed 9.9.20)
Mr Jaime Candal-Couto Education Committee Chairman (appointed 9.9.20)
Prof Jonathan Rees Vice-President /NJR and Quality Outcomes (appointed 9.9.20)
Mr Mark Falworth Past Treasurer (resigned 01/06/20)
Mr M Thomas Past President (appointed 9.9.20)
Mr Paul Jenkins Honorary Treasurer Elect (appointed 9.9.20)
Mr Ro Kulkarni Past President/Coding and Commissioning (appointed 9.9.20)
Mr Steve Drew Honorary Secretary (appointed 9.9.20)
Mr Shantanu Shahane Membership Secretary & Data Controller (appointed 9.9.20)
Prof Peter Brownson Immediate Past President (appointed 9.9.20)
Mr Vijay Bhalaik (appointed 26.6.21)
Mr Steve Gwilym (appointed 26.6.21)
Mr Adam Watts (appointed 26.6.21)
Mr Ian Horsley (appointed 26.6.21)

COMMENCEMENT OF ACTIVITIES

The British Elbow and Shoulder Society charitable incorporated organisation was approved and registered with the Charity Commission on 9 September 2020. Due to issues relating to the Covid19 pandemic, it was unable to obtain a working current account with its banker of 30 years, NatWest plc, until April 2021 and therefore continued to trade via the old unincorporated association until 31 March 2021. This date was a natural end point for the cessation of the former organisational structure. The CIO commenced trading on 1 April 2021.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 16 August 2021 and signed on the board's behalf by:

Prof Amar Rangan - Trustee

British Elbow & Shoulder Society
Statement of Financial Activities
for the period 9 September 2020 to 31 March 2021

	Notes	Total funds £
NET INCOME		-
TOTAL FUNDS CARRIED FORWARD		- <hr/> <hr/>

The notes form part of these financial statements

British Elbow & Shoulder Society

**Balance Sheet
31 March 2021**

	Notes	Total funds £
NET CURRENT ASSETS		<u>-</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>-</u>
NET ASSETS		<u>-</u>
FUNDS	4	<u>-</u>
TOTAL FUNDS		<u>-</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the period ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on 16 August 2021 and were signed on its behalf by:

Prof Amar Rangan - Trustee

Mr Paul Jenkins - Trustee

British Elbow & Shoulder Society

**Cash Flow Statement
for the period 9 September 2020 to 31 March 2021**

	Notes	£
Cash flows from operating activities		
Cash generated from operations	1	- <hr/>
Net cash provided by operating activities		- <hr/>
		<hr/>
Change in cash and cash equivalents in the reporting period		-
Cash and cash equivalents at the beginning of the reporting period		- <hr/>
Cash and cash equivalents at the end of the reporting period		- <hr/> <hr/>

The notes form part of these financial statements

British Elbow & Shoulder Society

**Notes to the Cash Flow Statement
for the period 9 September 2020 to 31 March 2021**

1.	RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES			
				£
	Net income for the reporting period (as per the Statement of Financial Activities)			-
	Adjustments for:			

	Net cash provided by operations			- =====
2.	ANALYSIS OF CHANGES IN NET FUNDS			
		At 9.9.20	Cash flow	At 31.3.21
		£	£	£
	Net cash			
	Cash at bank and in hand	-	-	-
		_____	_____	_____
	Total	-	-	-
		=====	=====	=====

The notes form part of these financial statements

British Elbow & Shoulder Society

**Notes to the Financial Statements
for the period 9 September 2020 to 31 March 2021**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared 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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Taxation

No corporation tax liability arises on ordinary membership activity.

Fund accounting

The Society is not in receipt of any donations or legacies which need to be operated as separate funds.

Income comprises subscriptions received from members or generated from the running of an annual conference and is set towards the general objectives of the Society and as such is unrestricted.

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the council members.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the period ended 31 March 2021.

Council members' expenses were paid in accordance with the Society's expense policy.

3. STAFF COSTS

There were no staff costs for the period ended 31 March 2021.

The average monthly number of employees during the period was as follows:

=====

No employees received emoluments in excess of £60,000.

4. MOVEMENT IN FUNDS

	Net movement in funds £	At 31.3.21 £
	_____	_____
TOTAL FUNDS	- =====	- =====

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
	_____	_____	_____
TOTAL FUNDS	- =====	- =====	- =====

British Elbow & Shoulder Society

**Notes to the Financial Statements - continued
for the period 9 September 2020 to 31 March 2021**

5. RELATED PARTY DISCLOSURES

There were no related party transactions for the period ended 31 March 2021.

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	Notes
<p>You will be asked to confirm the charity's financial period.</p> <p>If the financial period end dates displayed are incorrect, you can change them in the Change the charity financial period service.</p>	<p>Currently 31 September 2022 - planning to complete accounts to the 31 March 2021 and change the year end to 31 March 2022.</p>
Section: Income and spending	
<p>You will be asked to enter the charity's income and spending in the financial period for this annual return in the boxes provided. Please round all figures to the nearest pound (do not enter decimal points or commas).</p> <p>If your charity is part of a group and has prepared group accounts, then please use the group figures to complete the annual return. (Group accounts are only required where group income is more than £1million).</p>	<p>Dormant Accounts</p>

Section: Confirm income and spending	
<p>In the financial details section you will be asked to enter key financial information from your accounts, including total income.</p> <p>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 received endowments during the year, or made transfers from your endowment to your income funds. If this is the case you should exclude these amounts from the total income you enter here.</p> <p>Please check the gross income figure you have entered here is correct.</p>	N/A
Section: Serious incidents	
<p>If gross income is more than £25,000 you will be asked if there were any serious incidents in your charity that have not been reported to the Charity Commission, for the period of this return.</p>	N/A
Section: Fundraising	
<p>Did your charity raise funds from the public?</p>	N/A
If you answer 'Yes', you will be asked:	
<p>Did the charity work with any professional fundraisers?</p>	
<p>Did your charity have a written agreement with each of its professional fundraisers?</p>	
<p>Did your charity work with any commercial participators?</p>	

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?	N/A
Section: Income from government contracts	
During the financial period for this annual return, did the charity receive income from contracts (other than grant agreements) with central government or local authorities?	N/A
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 enter decimal points or 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 grants from central government or local authorities?	N/A
If you answer 'Yes', you will be asked:	
How many grants did your charity receive from central government or local authorities?	

<p>Enter total value of grants. Please round all figures to the nearest pound (do not enter decimal points or commas).</p> <p>What was the total value of these grants?</p>	
Section: Income from outside the UK	
Did your charity receive income from outside the UK?	N/A
If you answer 'Yes', you will be presented with a table of countries. Select countries or territories the charity received income from. Then answer the following questions.	
<p>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).</p> <p>Specify the source and amount of income from the options below:</p> <ul style="list-style-type: none"> - 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 <p>Notes on income from other overseas institutions and individuals resident overseas</p> <p>1. If your gross income is less than £25,000, only include payments that make up more than 80% of the charity's income. If your gross income is more than £25,000, only include payments of more than £25,000.</p> <p>2. If you are completing a 2018 annual return, these categories are optional.</p>	

Section: Operating and spending outside England and Wales	
Did your charity operate outside England and Wales?	N/A
If you answer 'Yes', you will see a table of countries. Select countries or territories the charity operated in during the financial period covered in the annual return. Then answer the following questions.	
<p>Record the total expenditure by country or territory. Please round all figures to the nearest pound (do not enter decimal points or commas).</p> <p>If your charity did not spend any money in the country, please enter 0 (zero).</p> <p>Note: If your charity operated in Northern Ireland or Scotland, you are not required to provide a value for spending for either of these countries.</p>	
<p>When spending money or working outside England and Wales, did your charity transfer money other than using the regulated banking system?</p> <p>Note: if you are completing a 2018 annual return, this question is optional.</p>	

<p>What methods to transfer money did your charity use?</p> <ul style="list-style-type: none"> - 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 <p>Note: if you are completing a 2018 annual return, this question is optional.</p>	
<p>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).</p>	
<p>Did your charity have procedures and controls in place to monitor expenditure outside England and Wales?</p> <p>Note: if you are completing a 2018 annual return, this question is optional.</p>	
<p>Are the trustees satisfied that your charity's risk management policies and procedures adequately covered activities and spending outside England and Wales?</p> <p>Note: if you are completing a 2018 annual return, this question is optional.</p>	
<p>Section: Subsidiaries</p>	
<p>Did the charity have any subsidiaries?</p>	N/A

<p>If you answer 'Yes', you will be asked:</p> <p>Were any of the trustees also directors of the charity's subsidiaries?</p>	
<p>Section: Trustee payments</p>	
<p>Did any of the trustees receive any remuneration, payments or benefits from the charity other than refunds of legitimate trustee expenses?</p>	N/A
<p>If you answer 'Yes', you will be asked:</p> <p>Did any of the trustees receive payments or benefits for:</p> <ul style="list-style-type: none"> - being a charity trustee? - providing services to your charity (such as specialist services or advice provided by trustees who are builders, electricians, graphic designers, lawyers, for example)? - any other benefit from the charity (for example, accommodation, car, holiday)? Also include any payments and benefits given to trustees who are paid members of staff 	
<p>Did any of the trustees resign and then take up employment with the charity?</p>	N/A
<p>Section: Employees</p>	
<p>Did any of your charity's staff receive total employee benefits of £60,000 or more?</p>	N/A

<p>If you answer 'Yes', you will be asked:</p> <p>Enter the <u>number of staff</u> whose total employee benefits were in each of the following bands:</p> <p>£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</p>	
<p>For your highest paid member of staff only, what was the total value of their employee benefits?</p>	<p>N/A</p>
<p>Section: Volunteers</p>	
<p>How many UK volunteers, excluding trustees, did the charity have during the financial period?</p>	<p>N/A</p>
<p>Section: Financial controls</p>	

Did your charity review its internal financial controls?	N/A
Section: Safeguarding	
<p>Note: only charities with particular classifications and not regulated by certain organisations will be asked this question.</p> <p>Has the charity obtained a standard, enhanced or enhanced with barred lists DBS check on all trustees, employees and volunteers who are in roles that are eligible for these checks?</p>	N/A

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

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

Section: Account type	N/A
<p>IMPORTANT - You will need a final version of the published accounts to fill in the financial details section. The trustees should ensure that this section is completed by a competent person who is familiar with the charity's accounts.</p> <p>The information you need to complete this section will generally be found in the statement of financial activities (SoFA).</p> <p>When completing this section you may wish to look at Charities SORP.</p> <p>Please indicate whether the information that you are giving is based on group accounts or charity-only accounts by clicking on the relevant account type. If you have prepared group accounts, please use these to complete the following section.</p>	

<p>Does your charity prepare:</p> <p>Group accounts</p> <p>Charity only accounts</p>	Charity only accounts
Section: Income and Endowments	
<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 figures for the field above.</p> <p>The indented fields may not represent the whole amount.</p> <p>The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA).</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
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 subsidiary undertakings, consolidated figures should be used from group accounts where these have been prepared.	
Section: Expenditure	N/A
<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 figures for the field above.</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, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
Expenditure on raising funds	
Of total expenditure on raising funds what amount is Investment management costs	
Other expenditure	
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)	N/A
<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 figures for the field above.</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, for example, 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	N/A
<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 figures for the field above.</p> <p>The indented fields may not represent the whole amount.</p> <p>The information you need to complete this section will generally be found in the Balance Sheet.</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have, for</p>	
Total fixed assets	
Of the total fixed assets what value is Fixed asset investments	
Total current assets	
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	N/A

<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 figures for the field above.</p> <p>The indented fields may not represent the whole amount.</p> <p>The information you need to complete this section will generally be found in the Balance Sheet.</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
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	N/A

<p>The information you need to complete this section will generally be found on the Balance Sheet or in the notes to the accounts.</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 figures for the field above.</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, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
Endowment funds	
Restricted funds	
Unrestricted funds	
Total funds	
Section: Additional information	N/A
<p>The information you need to complete this section will generally be found in the notes to the accounts.</p> <p>All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
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 period. You will be asked if you want to attach this at the time of completing the annual return.	
Section: Submit Trustees' Annual Report, external scrutiny and accounts	
<p>You are required to submit your Trustees' Annual Report and accounts for this financial period.</p> <p>You can attach files in any of the following formats: .docx and family, .xlsx and family, .ODF, .CSV, PDF and each file cannot exceed 25MB.</p> <p>You must attach a complete set of accounts which is comprised of the Trustees' Annual Report, accounts and appropriate independent examiners' / auditor's report.</p> <p>Privacy Notice</p> <p>This privacy notice explains how the Charity Commission processes personal data when a charity completes the annual return service including uploading the charity's accounts and trustees' annual report.</p> <p>The charity's accounts and trustees' annual report are published in full on the Commission's website. In completing the annual return 21 (AR21) service, your charity will be processing personal data and in some instances personal data which is special category</p>	

<p>Some personal data is required to be included by SORP but other personal data may be included because it is relevant to the charity's financial performance or governance such as the names and other personal data about trustees, employees, donors, volunteers and beneficiaries.</p> <p>The charity as the data controller is responsible for ensuring that its response in the AR21 service and the accounts and trustees' annual report meet its obligations under the General Data Protection Regulations 2016 and the Data Protection Act 2018 for all the personal data processed. You will need to take particular care if you are including personal data about children, adults at risk, special category personal data or your charity's trustees have</p>	
<p>By continuing to upload the accounts you certify that you have read this privacy notice and are authorised by the charity trustees to submit information.</p> <p>Select this option if you want to attach one file for all reports - file must not exceed 25MB Do not use special characters when naming the file. For example do not use these characters < > : " / \ ? * @</p> <p>By selecting this option you confirm that the file includes all of the following: Trustees' annual report Accounts Examiner's / auditor's report</p> <p>Select this option if you want to attach a separate file for each report - each file must not exceed 25MB</p> <p>Do not use special characters when naming the files. For example do not use these characters < > : " / \ ? * @</p>	
<p>Does your independent examiners/auditors report identify any areas where accounting rules were not followed, disclosures not fully made or accounting records incomplete?</p> <p>Note: charitable incorporated organisations (CIOs) with income of £25,000 or less will not be asked this question.</p>	<p>Not required as Dormant Charity Accounts</p>

Section: Check and submit your annual return	
Before you complete the declaration and submit the annual return, you should check the content and accuracy of the information you have provided.	

