

Charity Commission

Charity Name: ZIMBABWEAN MINISTERS ASSOCIATION UK (ZIMMA-UK)

Charity Number: 1197911

Financial year end: 31 December 2022

Ref: AR22-CIO-REM-7a

Dear Dr Sande,

Your annual return for 31 December 2022 is due on 31 October 2023

If your annual return is ready, click the link below to submit using your charity registration number: 1197911

<https://www.gov.uk/send-charity-annual-return>

If not, why not get started on your annual return now? We've put together the guide below to help you.

Please also note that our online services will be unavailable from 5pm on 28 July until 8am on 31 July as we prepare to launch My Charity Commission Account. As a result of this work, any part of your annual return you've saved but not submitted by 28 July will no longer be available when services resume.

How to complete your annual return before 28 July 2023

1. Check the information we hold about you and your trustees

Use the Update Charity Details service to check and confirm that all your charity's details are correct here:

<https://www.gov.uk/guidance/online-services-for-charities>

2. Check what you need to submit and the questions you will need to answer

Find out what you need to submit here:

<https://www.gov.uk/guidance/prepare-a-charity-annual-return#what-charitable-incorporated-organisations-cios-need-to-submit>

Take a look at our examples of a trustees' annual report and accounts here:

<https://www.gov.uk/government/publications/example-trustees-annual-reports-and-accounts-for-charities>

3. Prepare your annual accounts

Is your income over £25,000? You will need to get your accounts independently examined or audited.

Find out how to prepare your annual accounts here:

<https://www.gov.uk/prepare-charitys-annual-accounts>

4. Prepare your trustees' annual report

Find out how to prepare your trustees' annual report here:

<https://www.gov.uk/guidance/prepare-a-charity-trustees-annual-report>

5. Submit your annual return

Click here: <https://www.gov.uk/send-charity-annual-return>

Enter your charity registration number: 1197911

Upload your trustees' annual report.

Upload PDF copies of your annual accounts and, if your income is over £25,000, your independent examiner's report

Answer questions about your charity.

Need more help?

Call us on 0300 066 9197 from 9.00am to 5.00pm Monday to Friday.

Alternatively, if you want to close a registered charity, please complete an enquiry form here:

<https://forms.charitycommission.gov.uk/enquiry-form/>

Find guidance on My Charity Commission Account here:

<https://www.gov.uk/guidance/setting-up-my-charity-commission-account>

Do not ignore this email unless you have already submitted your annual return.

We would like to thank you for your hard work during the last year.

The Charity Commission for England and Wales

N.B. Replies to this email address are not monitored.