

How to complete the annual monitoring return

Practical guidance on how to complete the annual monitoring return online



The Charity Commission for Northern Ireland

The Charity Commission for Northern Ireland is the regulator of charities in Northern Ireland, a non-departmental public body sponsored by the Department for Communities.

Our vision

To deliver in partnership with other key stakeholders in the charitable sector “a dynamic and well governed charities sector in which the public has confidence, underpinned by the Commission’s effective delivery of its regulatory role.”

Further information about our aims and activities is available on our website www.charitycommissionni.org.uk

Equality

The Charity Commission for Northern Ireland is committed to equality and diversity in all that we do.

Accessibility

If you have any accessibility requirements please contact us.

Section 1: Overview

To keep the register of charities up to date, and allow the Commission to monitor and regulate charities, all registered charities are required to provide accounting information on an annual basis. To provide this information to the Commission, all registered charities must complete and submit an annual monitoring return under section 70 of the Charities Act (Northern Ireland) 2008.

The annual monitoring return (AMR) form asks questions about your charity's activities, governance and finances during the relevant financial year. The amount of information you must provide in the annual monitoring return depends on the income of your charity and is proportionate.

This document sets out the questions and 'help field' guidance on the online annual monitoring return form, displayed as 'screenshots' or images of each screen on the online form.

Note, there may be some variation in the order or requirements of the specific questions in the annual monitoring return from one year to the next. The Commission may publicly consult on any proposed changes to the questions in the annual monitoring return form, before any changes are made, and this guidance will be updated in due course.

This guidance can be downloaded or printed out and will be helpful to you in preparing your annual monitoring return as you will know all questions in advance and can prepare your answers, either individually or with your board or committee.

This document is NOT a paper Annual Monitoring Return.

You must file your Annual Monitoring Return using an online process which is accessed through *Online Services* on the Commission's website

Requests for paper return forms will only be considered where there are special circumstances such as accessibility needs that mean no one in, or associated with, the organisation can complete the online annual monitoring return form. Please contact us to discuss any specific accessibility requirements.

- There is further helpful information on each question which you can access by clicking on the yellow and black information button. The helpful information is detailed in this document. 
- Some answers that you give will be publicly available on the online register of charities. These questions are marked with a blue and white 'p' button. 
- Some information is compulsory. You will not be able to progress without providing an answer. These questions are marked with a red asterisk. 

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Preparing to Submit your Return

Checklist

The checklist below provides a summary of the information and documentation you may need in order to complete your annual monitoring return. You should have this to hand before you start completing the annual monitoring return.

	Document / information	
1	Unique password for <i>Online Services</i>	
2	The charity accounts for the relevant reporting year in PDF format	
3	The trustees' annual report for the relevant reporting year in PDF format	
4	The Audit Report or Independent Examiners Report (as appropriate) in PDF format	
5	Numbers of staff and volunteer numbers	
6	Details of payments and transactions with trustees	
7	Details of all charity trustees	
8	Knowledge of organisational policies to identify those which may be relevant for annual reporting, for example, working with children or vulnerable adult.	

When you complete all the relevant questions in the annual monitoring return you must also upload 3 separate documents in PDF format. These documents must each have a unique name (each one not to exceed 20mb) as follows: -

- **Charity Accounts**
- **Trustee Annual Report**
- **Audit Report or Independent Examiner's Report**

If this information has been combined into one composite document, you can attach the composite document three times, but each one must be saved separately under a different name for the system to accept three copies of the one document. Additionally, the Commission has published a range of guidance to help charities prepare annual reporting information, which can be found on the Commission's website <https://www.charitycommissionni.org.uk/manage-your-charity/annual-reporting/> including:

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- ARR01 Charity reporting and accounting - overall summary
- ARR02 Charity reporting and accounting – the essentials
- ARR03 Receipts and payments accounts
- ARR04 Accruals accounts
- ARR07 Guidance for Independent Examiners
- ARR08 Trustees Annual Report and Public Benefit Reporting

These documents are key tools to assist you in fulfilling your charity's accounting and reporting obligations. They include glossaries of key terms. We recommend that you read the guidance relevant to your charity before preparing your accounts and reports or completing your annual monitoring return.

ARR01 Charity reporting and accounting – overall summary is a good place to start.

Section 2: Online Services

When your charity was registered as a charity by the Commission you received an email with your password for Online Services. This password is unique to your organisation. It is important that you keep your password secure at all times, as you would a PIN number.

Log onto Online Services portal, available on www.charitycommissionni.org.uk using your charity NIC registration number (numbers only) and password.

The Charity Commission
for Northern Ireland

[Accessibility Help](#)

Online services for registered charities

Welcome to the Charity Commission for Northern Ireland's Online services. Online services is specifically for registered charities, allowing your charity to securely interact with the Commission to:

- view and make changes to your charity's details, and
- view and submit your charity's Annual Monitoring Return.

Log in using your charity's Northern Ireland Charity (NIC) number (numbers only) as the user name along with the secure password. You will have received this password upon registration as a charity to the email address supplied for Commission use.

If you have forgotten or lost this password, please click on the 'Forgotten Your Password' link to re-issue a new password. If you need to change the email address for Commission use connected with your charity, please contact the Commission using the 'Contact us' link via the main website.

The Charity Commission for Northern Ireland.

User Name

Password

[Forgotten Your Password?](#)

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If you have forgotten your charity password details please click '**Forgotten your password.**' You will then receive an email to the mailbox for Commission use, which will contain a link to reset your password. Passwords are normally issued within 30 minutes.

You can access the annual monitoring return via the Online Services Home page.

If your charity is due to file an annual monitoring return you will be able to see this under the 'Annual Monitoring' section. Charities can access the annual monitoring return by clicking on the link 'open pending annual return', highlighted below.

This link is only available to charities 1 day after their financial year end date and charities are required to submit the annual monitoring return within 10 months of their financial year end.

Charity Details

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for Northern Ireland

[Accessibility](#)

Online Services Home Page

Main New Saved Log

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 2017 Jan 01 - 2017 Dec 31 is due

Open pending annual return

Useful Forms

View useful forms

View saved charity forms

The first page of the annual monitoring return will look like the screenshot below. The 'Charity details' section displays the information that the Commission already holds about the charity from the point of registration, or where your charity has updated its *register* entry, and asks for confirmation that the details held are correct.

You must read through these details and confirm whether they are correct or incorrect. If they are incorrect and need to be updated, you must follow the link provided through 'online services' and update your charity's details on the Commission's website. Section 17(3) of the Charities Act (Northern Ireland)

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2008 sets out a duty on the charity trustees of a registered charity to keep information on the register of charities up to date and accurate.

It is not possible to update charity details through the annual monitoring return form.

Introduction

Introduction Print Save Save & Exit

✓ Introduction ▶

✓ Charity details ▾

○ Part A ▾

○ Part B ▾

○ Part C ▾

Declaration

Charity accounts

You have previously started this Annual Monitoring Return. You last saved it on 04/10/2018 12:18.

This form applies to registered charities with financial periods beginning on or after 1 January 2017.

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**

P Denotes information which will be published to the online register of charities

Annual Return for charity:

Organisation name **P** 

Any other names you are known by **P** 

Registered charity number **P**

Help on 'Organisation name'

This is the name of your organisation as it appears on the public register of charities.

Charity trustees also have a duty to keep the Commission up to date with any changes to their charity's governing document or to the details held on the register about the organisation.

Help on 'Any other names you are known by'

Please tell us if your organisation uses, or plans to use, an acronym or a working name which differs to the name that appears in your organisation's governing document. For example, The Northern Ireland Council for Voluntary Action is also known as 'NICVA'.

Members of the public will often search the online register of charities using abbreviations or acronyms rather than the charity's full name.

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Confirm charity details: Contact details

Print Save Save & Exit << Back Next >>

- ✓ Introduction
- Charity details ▾
 - ✓ Contact details ▶
 - ✓ Trustees
 - ✓ Area
 - ✓ Other
 - ✓ Confirm
- Part A ▾
- Part B ▾
- Part C ▾
- ✓ Declaration
- Charity accounts

Please check your charity information below is correct. If it is not, please update these details through [online services](#).

Charity contact ⓘ

Preferred name ^P

Address line 1 ^P

Address line 2 ^P

Address line 3 ^P

Address line 4 ^P

Address line 5 ^P

Postcode ^P

Telephone number ^P

Mobile number

Charity emails/website ⓘ

Email for Charity Commission use ⓘ

Email for public display ^P ⓘ

Charity website ^P ⓘ

Print Save Save & Exit << Back Next >>

[Help on 'Charity contact'](#)

The name, address and telephone number or numbers of the person or organisation to whom those wishing to contact the charity are directed.

The contact person may be one of the trustees, a member of staff or someone not directly involved with the charity such as a legal adviser.

[Help on 'Charity emails/website'](#)

The charity can supply two email addresses: one for Commission use, which the Commission uses to contact the charity, and one for public display on the Register of Charities. This section records email details which are given for Commission use.

[Help on 'Email for Charity Commission use'](#)

The email address we should use to contact the charity, for example when issuing a password for our online services or for emailing reminders. It can be the same as the public email address below, or you can give a different address for Commission use only if you prefer.

[Help on 'Email for public display'](#)

This is the public address that will be displayed on the register of charities. This may be the same as the contact email address provided above.

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Help on 'Charity website'

If the charity has its own website and we hold the address, a link will be available for the public to access this website from the charity's entry on the register of charities.

Confirm charity details: Trustees Print Save Save & Exit << Back Next >>

Introduction
Charity details
Contact details
Trustees
Area
Other
Confirm

Part A
Part B
Part C
Declaration
Charity accounts

Please check your charity information below is correct. If it is not, please update these details through [online services](#).

HELP ⓘ

Trustees

Name	Address	Contact details
Trustee A	123 Park Road BELFAST BT1 7NT	Telephone: 02890889988 Email: trustee@email.com

All details shown under 'Name'.

Number of trustees serving with the charity

Print Save Save & Exit << Back Next >>

Help on Trustees

Confirm the full names, addresses, dates of birth, telephone numbers, and email addresses of all charity trustees including the chairperson.

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The screenshot shows the 'Annual Monitoring Return 2017' interface for the Charity Commission for Northern Ireland. The page title is 'Confirm charity details: Area of benefit'. At the top right, there are links for 'Accessibility Help' and 'Telephone Assistance'. Below the title, there are navigation buttons: 'Print', 'Save', 'Save & Exit', 'Show Message', '<< Back', and 'Next >>'. On the left, a sidebar menu shows a list of sections: 'Introduction', 'Charity details', 'Contact details', 'Trustees', 'Area', 'Other', 'Confirm', 'Part A', 'Part B', 'Part C', 'Declaration', and 'Charity accounts'. The 'Area' section is currently selected. The main content area contains the following text: 'Please check your charity information below is correct. If it is not, please update these details through [online services](#).' Below this is the 'Area of benefit' section with a help icon. Underneath is the 'Organisation operates:' section with a help icon and a list of checkboxes: 'Internationally', 'In the UK' (checked), 'In Northern Ireland' (checked), 'In Ireland', and 'Specific local council areas'. At the bottom right, there are another set of navigation buttons: 'Print', 'Save', 'Save & Exit', 'Show Message', '<< Back', and 'Next >>'.

Area of Benefit

Help on 'Area of Benefit'

The area of benefit means the geographical area where funds are applied, rather than where your administrative headquarters are based. For example, if the organisation was set up to run an orphanage in a developing country, but has its base in Belfast, then it is the name of the developing country and not 'Belfast' that is required. An organisation can operate in any number of areas. These may be specified in your governing document, or may be a result of operational restrictions. As this information is included on the public register of charities, it is important that the list accurately reflects the areas where the trustees have chosen to focus the organisation's resources. Trustees have a duty to keep the Commission up to date with any changes to the area of benefit.

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The Charity Commission
for Northern Ireland

Annual Monitoring Return 2017 [Accessibility Help](#) | [Telephone Assistance](#)

Confirm charity details: Other Print Save Save & Exit Show Message << Back Next >>

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

Please check your charity information below is correct. If it is not, please update these details through [online services](#).

Charity classification

What description of charitable purposes do your organisation's purposes fit under? **P**

The advancement of education
The advancement of health or the saving of lives
The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage

Who does your organisation help? **P**

Addictions (drug/solvent/alcohol abuse)
Adult training
Asylum seekers/refugees

How does your organisation do this? **P**

Accommodation/housing
Advice/advocacy/information
Animal welfare

Charity's main bank account/building society account

Sort code: 980011
Bank/building society name: ULSTER BANK LIMITED
Account/roll number: 34567789
Account name: Charity A

Print Save Save & Exit Show Message << Back Next >>

Confirm charity details

When you have completed your review of the information held by the Commission on your charity, you must confirm whether the details held are correct or incorrect.

If you confirm the details listed are correct you must click next to begin the annual monitoring return form.

If you confirm that the details listed are incorrect you must update these details on the register before you can proceed to complete the annual monitoring return form. To do this, you must follow the link provided 'online services' and update the charity's details on the Commission's website.

Specimen screenshots - NOT a paper Annual Monitoring Return

Confirm charity details

Print Save Save & Exit << Back Next >>

✓ Introduction

Charity details ▾

✓ Contact details

✓ Trustees

✓ Area

✓ Other

✓ Confirm ▶

○ Part A ▾

○ Part B ▾

○ Part C ▾

✓ Declaration

○ Charity accounts

* Are all charity details listed above correct? If not, please update these details through [online services](#).

Yes, all charity details are correct.

No, charity details are incorrect.

Thank you for confirming your charity details. You may now complete your Annual Return. Please note that if you save this form to return to it later, you will need to re-confirm your charity details.

Print Save Save & Exit << Back Next >>

The register is a key source of information for members of the public, charities, funders and other stakeholders, it is important therefore that information available on the public register is accurate and up to date. It is a criminal offence to intentionally provide false or misleading information to the Commission.

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Part A

All registered charities must complete Part A of the annual monitoring return form. This is irrespective of gross annual income.

The screenshot shows the 'Annual Monitoring Return 2017' form for 'Part A: Finance'. The form is titled 'Annual Monitoring Return 2017' and includes links for 'Accessibility Help' and 'Telephone Assistance'. The form is divided into sections: 'Financial period', 'Income and expenditure', and 'Previous financial period'. The 'Financial period' section includes fields for 'Financial period start' (1 January 2017) and 'Financial period end' (31 December 2017), and a checkbox for 'Reporting year is first financial year'. The 'Income and expenditure' section includes fields for 'Current financial period' Income (£505,000) and Expenditure (£375,000), and 'Previous financial period' Income (£558,500) and Expenditure (£355,000). A question asks if the figures are from consolidated accounts, with 'No' selected. The form includes a navigation menu on the left and buttons for 'Print', 'Save', 'Save & Exit', 'Show Message', '<< Back', and 'Next >>'.

Annual Monitoring Return 2017 [Accessibility Help](#) [Telephone Assistance](#)

Part A: Finance [Print](#) [Save](#) [Save & Exit](#) [Show Message](#) [<< Back](#) [Next >>](#)

Financial period [?](#)

Financial period start [?](#) 1 January Year 2017

Financial period end [?](#) 31 December Year 2017

Reporting year is first financial year

Income and expenditure [?](#)

Enter below your charity's income and expenditure for the financial period shown above.

Current financial period

* Income [?](#) £505,000 [?](#)

* Expenditure [?](#) £375,000 [?](#)

Previous financial period

Income [?](#) £558,500

Expenditure [?](#) £355,000

* Are the figures provided from consolidated accounts? Yes No [?](#)

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

Help on 'Financial period'

Your financial period will normally be 12 months long but, in certain circumstances, it can be shorter or longer. For unincorporated charities it can vary from 6 to 18 months. Different rules apply for charities that are companies.

If the financial year end date displayed is incorrect you must amend these details. You cannot change your financial year end date through the annual monitoring return form. You must exit the form and return to the Online Services Home page. From here you must select 'View/Amend financial periods' to submit a financial year end change request. You must complete this process before submitting your annual monitoring return.

Help on 'Income and expenditure'

Enter the charity's income and expenditure in the boxes provided. Please round all figures to the nearest pound.

The income and expenditure are based on the figures in the charity's accounts for the financial period you are reporting. You will have prepared your accounts in either the Accruals or Receipts and Payments format. The definition of income and expenditure will differ depending upon which format you have used.

[Help on field 'Income'](#)

Definition of Income

Accruals Accounts

This is the gross income, which should be calculated as the total incoming resources as shown in the Statement of Financial Activities (prepared in accordance with the Charities Statement of Recommended Practice (SORP) for all funds), but:

- Excluding the receipt of any endowment; and
- Including any amount transferred to income funds during the year from endowment funds so as to be available for expenditure.

Note: The SORP excludes from total incoming resources any gains on revaluation of fixed assets or gains on investments. Such gains do not form part of "gross income" for these purposes.

Receipts and Payments accounts

This is the gross income which is simply the total receipts recorded in the statement of accounts from all sources, excluding the receipt of any endowment, loans and proceeds from sale of investments or fixed assets.

[Help on field 'Expenditure'](#)

Definition of Expenditure

Accruals accounts

In accruals accounts total expenditure includes all monies paid out and due for payment, that relate to the financial period for which you are reporting. This should be calculated as the total resources expended from all income and endowment funds as shown in the Statement of Financial Activities (prepared in accordance with the SORP).

Receipts and Payments accounts

In receipts accounts this is the total of all monies paid out during the financial year via the bank and in cash. This is simply the total payments recorded in the charity's accounts.

[Help on field 'Are the figures provided from consolidated accounts?'](#)

Consolidated or group accounts are the accounts prepared by the reporting 'parent' charity which controls or exercises dominant influence over one or more charitable or non-charitable subsidiaries. Group accounts are prepared in accordance with legal requirements and UK accounting standards and present the results of the whole group on a consolidated basis with the annual report and accounts submitted by the 'parent' charity including the financial results of the whole group.

Specimen screenshots - NOT a paper Annual Monitoring Return

Help on field 'Statement of Assets and Liabilities.'

All charities preparing Receipts and payments accounts must include:

- A receipts and payments accounts
- A Statement of assets and liabilities

Definition of Assets

An asset is an item of property owned by the charity, regarded as having value and available to the charity. Assets include, but are not limited to, cash, bank accounts, debtors, land, property and equipment. This figure should agree with the total value of assets as stated in your accounts.

Definition of Liabilities

Liabilities include, but are not limited to, loans, overdrafts, creditors and bank overdrafts. This figure should agree with the total value of liabilities as stated in your accounts.

A statement of assets and liabilities **must be included** even if you consider that your charity has no assets or liabilities. If your charity has no assets or liabilities, other than cash in hand or at bank, your statement could be as simple as:

"Other than cash held in hand or at bank, this charity has no other assets or liabilities".

The screenshot shows the 'Annual Monitoring Return 2017' form for the Charity Commission for Northern Ireland. The page title is 'Annual Monitoring Return 2017' and the section is 'Part A: Auditing'. The form includes a navigation menu on the left with options like 'Introduction', 'Charity details', 'Part A', 'Finance', 'Auditing', 'Details', 'International', 'Part B', 'Part C', 'Declaration', and 'Charity accounts'. The main content area contains several sections:

- * Basis of financial statements**: Please select the accounting basis on which the financial statements for this financial year were prepared. Receipts and payments (cash) accounts Accruals accounts (Charities SORP)
- * What person or organisation reviewed the charity accounts for the financial period that applies to this form?** Statutory audit Independent examination
- Please provide details for the person or organisation below**:
 - Title: Other
 - First name:
 - * Surname or organisation name:
 - * Address:
 - * Postcode:
- Issues raised in your charity's audit/independent examiner's report**:
 - Note: If the independent examiner or auditor that reviewed your charity accounts highlighted specific concerns in their report you must let us know. This does not include issues raised by the auditor or independent examiner that were resolved by the charity trustees and were not then included in the report.
 - Did the auditor or independent examiner that reviewed your charity accounts raise any issues of concern in their report?

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Help on field 'Basis of financial statements'

You must tell the Commission the type of accounts your charity has prepared. That is, whether the financial statements submitted have been prepared on a receipts or accruals accounts basis.

Receipts and payments accounts also known as cash accounts, provide a factual summary of money received and paid during the year and a statement providing information as to the charity's assets and liabilities at the end of the year. These type of accounts comprise a receipts and payments account and a statement of assets and liabilities.

Accruals accounts: Fully accrued accounts allocate the costs or income of a particular activity according to when the liability is incurred or when there is entitlement or certainty about income. This is not necessarily the date on which money is received or paid out. Charities preparing accruals accounts must prepare them in accordance with the relevant Charities Statement of Recommended Practice (Charities SORP). If you are unsure what type of accounts have been prepared for your charity you should seek professional help or contact a helper group for assistance.

Help on field 'What person or organisation reviewed the charity accounts for the financial period that applies to this form?'

This question relates to the charity accounts prepared for the financial period that relates to this form.

If the financial statements for the charity were audited or reviewed by an auditor or Independent Examiner, details required:

- Individual name or Organisation name
- Address and postcode
- Audit reference number (if applicable).

The following table sets out the level of external scrutiny required by law

Gross Annual Income	Independent Examination by an Independent Person	Independent Examination by an Prescribed/Qualified Person	Full Statutory Audit
£250,000 or less	√		
£250,001 up to £500,000		√	
£500,001 or more			√

For further guidance see ARR02 Charity Reporting and Accounting: The Essentials - Pages 22-25

<https://www.charitycommissionni.org.uk/media/127279/arr02-charity-reporting-and-accounting-the-essentials-guidance-v20.pdf>

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Issues raised in your Charity's audit/independent examiner's report

Help on field 'Did the auditor or independent examiner that reviewed your charity accounts raise any issues of concern in their report?'

Charities must confirm if the auditor or independent examiner have raised any issues of concern in their report and provide details if any concerns have been raised.

In the case of an audit this is when the auditor gives a modified opinion in the audit report which may be expressed as:

1. A qualified opinion
2. An adverse opinion
3. A disclaimer of opinion

In the case of an independent examination, where there are concerns about non-compliance with the requirements of the accounting and reporting regulations, then the examiner's report on those matters is said to be a 'qualified report'. It is qualified because there are one or more matters required by the regulations that have not been met and/or there are matters that need to be reported for a proper understanding of the accounts to be reached.

The screenshot shows the 'Annual Monitoring Return 2017' form for the Charity Commission for Northern Ireland. The page title is 'Annual Monitoring Return 2017' and the section is 'Part A: Charity details'. The form includes a navigation menu on the left with options: Introduction, Charity details (selected), Part A (selected), Finance, Auditing, Details, International, Part B, Part C, Declaration, and Charity accounts. The main content area contains two questions: '* Number of trustees resident in Northern Ireland' with a text input field containing '1', and '* Is your charity registered with another charity regulator?' with radio buttons for 'Yes' and 'No' (selected). The form also features buttons for 'Print', 'Save', 'Save & Exit', 'Show Message', '<< Back', and 'Next >>'.

Help on field 'Number of trustees resident in Northern Ireland'

The number of trustees that normally reside in Northern Ireland. If a charity trustee's main home is in Northern Ireland he or she should be included in this number, even if he or she was away for the majority of the accounting period.

Specimen screenshots - NOT a paper Annual Monitoring Return

Help on field 'Is your charity registered with another charity regulator?'

Charities must confirm if they are registered with any of the charity regulators below:

- Office of the Scottish Charity Regulator (OSCR)
- Charity Commission for England and Wales (CCEW) or
- Charities Regulatory Authority (CRA)

Provide registration numbers if relevant.

The screenshot shows the 'Annual Monitoring Return 2017' form for The Charity Commission for Northern Ireland. The page title is 'Annual Monitoring Return 2017' with links for 'Accessibility Help' and 'Telephone Assistance'. The main heading is 'Part A: Operation outside the UK & Ireland'. A navigation menu on the left includes 'Introduction', 'Charity details', 'Part A', 'Finance', 'Auditing', 'Details', 'International', 'Part B', 'Part C', 'Declaration', and 'Charity accounts'. The 'Part A' section is titled 'Areas of benefit outside the UK & Ireland' and includes a text prompt: 'If your charity has one or more areas of benefit outside the UK & Ireland, please provide details of your spending in each area of benefit by country below.' Below this is a table with two columns: 'Countries' and 'Spending'. An 'Add Row...' button is present with the instruction: 'If you have operated in another country in the financial period but it is not included in the table, please add it manually.' At the bottom of the section, there is a field for 'Total spend outside the UK and Ireland during the year' with a value of '£0'. Navigation buttons at the bottom include 'Print', 'Save', 'Save & Exit', 'Show Message', '<< Back', and 'Next >>'.

Help on 'Areas of benefit outside the UK & Ireland'

Geographical details of where a charity applied its resources outside the UK and Ireland during the financial period, even if its permitted area of benefit was wider. Payments to other UK & Ireland charities who subsequently apply its resources outside the UK & Ireland should be excluded.

Help on Field 'Total spend outside the UK and Ireland during the year'

Details of the amount spent in, or to benefit, each of the countries in which the charity has incurred expenditure.

Specimen screenshots - NOT a paper Annual Monitoring Return

PART B

All registered charities with a gross annual income over £10,000 must complete Part B of the annual monitoring return.

Fundraising Regulator

Raising funds from the public is the act of raising money by requesting gifts, donations, pledges, sponsorship, or legacies including land or property, by directly or indirectly engaging with members of the public and organisations such as trusts, foundations or private corporations, through a fundraising activity or professional fundraiser. This can include, face to face, or contact via telephone, text, postal services, advertising, social media or the internet.

Fundraising expenditure includes "anything a charity spends on fundraising activity, except marketing and charity trading expenditure".

Please refer to the Commissions guidance *CCNI EG061 Fundraising for charities – A guide for charity trustees and the public* for more information.

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Annual Monitoring Return 2017 [Accessibility Help](#) | [Telephone Assistance](#)

Part B: Other regulators / registrar Print Save Save & Exit Show Message << Back Next >>

Fundraising Regulator

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

Did the charity raise funds from the public during the year?
 Yes No

Did your charity spend more than £100k on fundraising expenditure?
 Yes No

Total amount paid:

Are you registered with the fundraising regulator?
 Yes No

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 (HSENI)
- The Education and Training Inspectorate (ETI)
- Housing Division, Department for Communities (DFC)
- Department of Education
- Financial Conduct Authority (FCA)
- Department for the Economy
- Charities Institute Ireland
- Public Fundraising Association
- Institute of Fundraising
- Other

* Please specify

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Help on 'Other regulators / registrar'

Charities must confirm whether or not they are regulated by a regulator, or registered with a registrar, in addition to the Commission.

The screenshot shows the 'Annual Monitoring Return 2017' form for the Charity Commission for Northern Ireland. The page title is 'Annual Monitoring Return 2017' with links for 'Accessibility Help' and 'Telephone Assistance'. The section is 'Part B: Staff, Volunteers & Assets'. A navigation menu on the left includes: Introduction, Charity details, Part A, Part B (selected), Regulators, Staff/Assets, Payments, Transactions, Gift Aid, Part C, Declaration, and Charity accounts. The main content area contains three sections:

- * Employed staff**: 'Please state how many staff were employed during the financial period. If you did not employ any staff enter '0'. Input field: 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'. Input field: 0'.
- * Charity assets**: 'Does the charity own or lease capital assets, land or buildings?' with radio buttons for Yes (selected) and No.

At the bottom right, there are buttons for 'Print', 'Save', 'Save & Exit', 'Show Message', '<< Back', and 'Next >>'.

Help on field 'Employed staff'

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

Charities must record the total number of paid staff at the accounting period end date. This should be a head count based on the payroll information submitted to HMRC.

Help on field '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'.

A charity must record its best estimate of the number of individual volunteers involved in the charity during the financial year.

Help on field 'Charity assets'

Does the charity own or lease capital assets, land or buildings?

Charities must confirm whether they own or lease capital assets, land or buildings and confirm if these assets have been used to advance the charitable purposes of the charity.

Specimen screenshots - NOT a paper Annual Monitoring Return

Part B: Trustee payments Print Save Save & Exit << Back Next >>

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

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

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

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

* Remuneration for being a charity trustee

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

* Payment to trustees for professional services provided to the charity

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

* Payment to trustees for any other reason

* 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'.

Print Save Save & Exit << Back Next >>

Help on field 'Charity trustees'

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

Charities must state the number of trustees that were paid a fee or salary by the charity or related body during the accounting period. A related body includes connected companies and also other charities that are grouped through common trusteeship, appointment rights or other arrangements. A connected company is a company of which the charity owns at least one fifth of the shares or voting rights or where the charity can otherwise ensure that the affairs of the company are conducted in accordance with its wishes. All companies that are subsidiaries of the charity come within the definition of connected company.

Help on 'Payments to charity trustees'

Charities must provide details of payments to charity trustees who served at any time during the financial period and also details of any payments to 'connected person(s)' as defined in Schedule 5 of the Charities Act (NI) 2008. A connected person in relation to a charity means any persons falling into the following categories:

- a) a child, parent, grandchild, grandparent, brother, sister of any trustee
- b) the spouse or civil partner of any person falling within category (a)
- c) any person carrying on business in partnership with anyone falling within category (a) or (b)

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- d) an institution which is controlled:
 - i. by the charity trustee or any person falling within categories (a)-(c), or
 - ii. by two or more such persons taken together, or
- e) a body corporate in which:
 - i. the charity trustee or any connected person falling within any of categories (a)-(c) has a substantial interest or
 - ii. two or more such persons, when taken together, have a substantial interest.

There are a number of reasons a charity trustee may receive payment from the charity.

- Remuneration for being a charity trustee - This refers to paying an individual in return for serving as a trustee and carrying out the day to day activities associated with the role.
- Reimbursements of out-of-pocket expenses - This refers to costs a trustee has had to meet personally, or which have been met on their behalf, in order to carry out trustee duties.
- Payment for services - A charity trustee might be paid for services that they provide to a charity over and above normal trustee duties. This includes for goods supplied in connection with the provisions of services.

Further information and examples are provided in the guidance document "Making payments to trustees" on the Commission's website.

<https://www.charitycommissionni.org.uk/manage-your-charity/making-payments-to-trustees/>

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Transactions with trustees

These questions must be answered in respect of all charity trustees who served at any time during the financial period and includes any persons, companies or other bodies connected to with them.

Property is land or buildings, and assets such as vehicles, computers and equipment.



Annual Monitoring Return 2017 [Accessibility Help](#) | [Telephone Assistance](#)

Part B: Transactions with trustees 

Print Save Save & Exit Show Message << Back Next >> [Help On This Page](#)

- Introduction
- Charity details
- Part A
- Part B**
 - Regulators
 - Staff/Assets
 - Payments
 - Transactions**
 - Gift Aid
- Part C
- Declaration
- Charity accounts

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'.

Property is land or buildings, and assets such as vehicles, computers and equipment.

Property sold

* Has the charity sold or disposed of property to trustees during the financial period? Yes No

* Total amount received in respect of it

Property bought

* Has the charity bought property from trustees during the financial period? Yes No

* Total amount paid in respect of it

* Was the property advertised and sold on the open market? Yes No

Land/buildings occupied

* Did the charity occupy any land or buildings belonging to trustees during the year? Yes No

* How much was paid by the charity in respect of it?

Use of assets

* Have any charity assets, including the use of land or buildings, motor vehicles, computers and/or equipment, been made available during the financial period to one or more trustees? Yes No

* How much was paid by the trustee in respect of it?

* Please provide a brief description

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Gift Aid

The screenshot shows the 'Annual Monitoring Return 2017' interface for the Charity Commission for Northern Ireland. The page is titled 'Part B: Gift Aid'. On the left, a navigation menu lists sections: Introduction, Charity details, Part A, Part B (expanded to show Regulators, Staff/Assets, Payments, Transactions, and Gift Aid), Part C, Declaration, and Charity accounts. The main content area is titled 'Gift Aid' and contains three questions with radio button options for 'Yes' and 'No':

- * Are you entitled to claim gift aid? Yes No
- * Have you received eligible funds during the period? Yes No
- * Have you claimed gift aid on these funds? Yes No

The third question is followed by a text input field with the placeholder text 'awe'. At the top right of the page, there are links for 'Accessibility Help' and 'Telephone Assistance'. At the bottom right, there are buttons for 'Print', 'Save', 'Save & Exit', 'Show Message', '<< Back', and 'Next >>'.

Help on 'Gift Aid'

Charities must confirm if they are entitled to claim Gift Aid from HMRC, and whether they have claimed Gift Aid relief against eligible funds.

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Part C

Part C is compulsory for charities with an income of more than £250,000. To complete it, you must input figures which are taken directly from the charity's signed accounts. The categories of information needed to complete this section will normally be found in the Statement of Financial Accounts (SoFA) for accounts prepared in accordance with the Charities Statement of Recommended Practice (SORP) (FRS102).

Part C: Breakdowns Print Save Save & Exit << Back Next >>

Introduction
 Charity details
 Part A
 Part B
 Part C
 Breakdowns
 Assets/Other
 Declaration
 Charity accounts

Income and endowments from:

* Donations and legacies £
* Legacies £
* Endowments received £
* Other trading activities £

Total income and endowments £

Expenditure on:

* Raising funds £
* Charitable activities £
* Grants to institutions £
* Governance costs £

Total expenditure £

Other recognised gains and losses

* Gains/(losses) on revaluation of fixed assets £
* Actuarial gains/(losses) on defined benefit pension schemes £

* Investments £
* Charitable activities £
* Other £

* Other £

* Gains/(losses) on investment assets £
* Other gains/(losses) £

Print Save Save & Exit << Back Next >>

[Income and endowments Help on field 'Donations and legacies'](#)

Donations and legacies include all income received by the charity for example, a gift made to it on a voluntary basis. A donation or legacy may be for any purpose of the charity (recorded as unrestricted funds) or for a particular purpose of the charity (recorded as restricted income funds or endowment funds).

Donations and legacies are defined in the Charities Statement of Recommended Practice (SORP) at paragraph (4.31)

[Help on field 'Legacies'](#)

This is the amount of legacies received that is part of the income from donations and legacies reported above.

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[Help on field 'Endowments received'](#)

This is the amount of the year's donations and legacies reported above that has been added to endowments.

[Help on field 'Other trading activities'](#)

This is the resources generated by trading activities that specifically raise funds for the charity. For example, membership fees, fundraising events such as jumble sales, sponsorships and shop income from selling donated goods. Other trading activities are defined in the Charities SORPs at paragraph (4.35).

[Help on field 'Investments'](#)

This is incoming resources from investment assets, including dividends and interest receivable. Investment income is shown at paragraph (4.37) of the Charities SORP.

[Help on field 'Charitable activities'](#)

These are any resources arising from activities promoting the charity's purposes, for example; training, events and conference fees, sale of goods or services as a charitable activity. Income from charitable trading is shown at paragraph (4.33) of the Charities SORP.

[Help on field 'Other'](#)

These are the gains on the disposal of tangible fixed assets and receipt of any other incoming resources that cannot be accounted for in the previous categories. The amount is shown at paragraph (4.39) of the Charities SORP.

[Help on field 'Total income and endowments'](#)

This is the total of all the incoming resources.

Expenditure

[Help on field 'Expenditure on raising funds'](#)

This includes all expenditure incurred by a charity to raise funds for its charitable purposes. It includes the costs of all fundraising activities, events, non-charitable trading activities, and costs associated with the sale of donated goods. However, any costs incurred in providing goods or services as a charitable activity must not be included in this heading, even if a charge is made for their provision. These costs are shown at paragraph (4.44) of the Charities SORP.

[Help on field 'Expenditure on charitable activities'](#)

These are all the resources applied in meeting the charitable objectives, including costs involved in negotiating contracts or grants, the direct provision of charitable services and a proportion of the charity's support costs and governance cost which, if allocated will be explained in the notes to the accounts. These costs are shown at paragraph (4.52) of the Charities SORP.

[Help on field 'Grants to institutions'](#)

These grants form part of the expenditure on charitable activities. The SORP defined these as being grants not made to individuals. In this context grants do not include any allocated charity's support costs. The amounts of grants paid to institutions should be disclosed in the notes to the accounts. This field is for supplementary information only.

[Help on field 'Governance costs'](#)

These are the general costs of running the charity. They normally include audit costs, legal advice to trustees and costs of meeting constitutional and statutory requirements (e.g. trustee meetings and annual statutory accounts). Governance costs are identified as a separate component of support costs in a disclosure note to the accounts see paragraph (8.13) of the Charities SORP.

[Help on field 'Other'](#)

This will rarely be used as most expenditure can be categorised under expenditure on raising funds or expenditure on charitable activities, but where it is used, the amount will be as shown at paragraph (4.56) of the Charities SORP.

[Help on field 'Total expenditure'](#)

The sum of all resources expended.

Other recognised gains and losses

[Help on field 'Gains/\(losses\) on revaluation of fixed assets'](#)

This is the amount of any change in the value of tangible fixed assets (i.e. all assets not held for investment purposes) as a result of a revaluation during the financial year. This amount is shown at paragraph (4.62) of the Charities SORP.

[Help on field 'Actuarial gains/\(losses\) on defined benefit pension schemes'](#)

If your charity operates a defined benefit pension scheme, this figure will include the actuarial gains or losses on the scheme as reported in the SoFA. This amount is shown at paragraph (4.63) of the Charities SORP.

[Help on field 'Gains/\(losses\) on investment assets'](#)

This is the total of any unrealised gains and losses resulting from the revaluation of investment assets to market value, and gains and losses realised on the disposal of investment assets during the year. This amount is shown at paragraph (4.59) of the Charities SORP.

[Help on field 'Other gains/\(losses\)'](#)

This amount is shown at row D3 of table 2 of the Charities SORP. For more information refer to paragraph 4.56 of the Charities SORP.

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Assets, liabilities & additional information

The screenshot shows the 'Annual Monitoring Return 2017' interface for 'Part C: Assets, liabilities & additional information'. On the left is a navigation menu with options like 'Introduction', 'Charity details', 'Part A', 'Part B', 'Part C', 'Breakdowns', 'Assets/Other', 'Declaration', and 'Charity accounts'. The main area is split into two columns. The left column, titled 'Assets & Liabilities', contains fields for: Total fixed assets, Fixed asset investments, Total current assets, Current investment assets, Cash at bank and in hand, Creditors due within one year, Long term creditors and provisions, Pension fund assets/liabilities, Total net assets/liabilities, Support costs, and Depreciation charge for year. The right column contains fields for: Total fixed assets (at start of year), Total fixed asset investments (at start of year), Endowment funds, Restricted funds, Unrestricted funds, Designated funds, General funds, Total funds, Level of reserves, and Prior year adjustments. Each field has a text input box and a pound sterling symbol. At the bottom right of the form area are buttons for 'Print', 'Save', 'Save & Exit', '<< Back', and 'Next >>'.

Help on field 'Total fixed assets'

These are assets held for continuing use, including tangible fixed assets such as land, buildings, equipment and vehicles, and any investments held on a long term basis to generate income or gains. These also include any heritage assets that are maintained or preserved as part of the charity's objects or intangible assets such as patents. The total amount of fixed assets will be shown on the balance sheet and is the total of lines A1 to A3 in the Charities SORP.

Help on field 'Fixed asset investments'

These are assets held for the long term to generate income or gains. This may include quoted and unquoted shares, bonds, gifts, common investment funds, investment property and term deposits held as part of the investment portfolio. Fixed asset investments will exclude programme related investments, shown at line 4 in the Charities SORP. This field is for supplementary information only.

Help on field 'Total current assets'

This includes stock, debtors, current asset investments and cash. The amount is shown as the total of lines B1 to B4 of the Charities SORP.

Help on field 'Current investment assets'

These are assets held with the intention of disposing of them within the next 12 months. These are shown at line B3 of the Charities SORP. This field is for supplementary information only.

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[Help on field 'Cash at bank and in hand'](#)

This includes deposits with banks and other financial institutions, which are repayable on demand, but excludes bank overdrafts. Cash is shown at line B4 of the Charities SORP. This field is for supplementary information only.

[Help on field 'Creditors due within one year'](#)

This is amounts owed to creditors including loans and overdrafts, trade creditors, accruals and deferred income, that are payable within one year and are shown at line C1 of the Charities SORP.

[Help on field 'Long term creditors and provisions'](#)

This is amounts owed to creditors payable after more than one year, with provisions for liabilities and charges, and are the total of lines C2 and C3 of the Charities SORP.

[Help on field 'Pension fund assets/liabilities'](#)

This is the surplus or deficit in any defined benefit pension scheme operated and represents a potential long term asset or liability. The pension fund asset or liability is shown at line C4 of the Charities SORP. If the figure is a pension fund deficit it should be prefixed with a minus.

[Help on field 'Total net assets/liabilities'](#)

This is the total of all assets shown less all liabilities. The amount is the net figure from the lines A to C of the Charities SORP as net assets or liabilities, including any pension fund asset or liability and is equal to the total funds of the charity.

[Help on field 'Total fixed assets \(at start of year\)'](#)

This is the total amount of fixed assets at the start of the year and will be shown in the comparative figures of the balance sheet and in the notes to the accounts. The amount is shown as the total of section A of table 5 for the previous year in the Charities SORP.

[Help on field 'Total fixed asset investments \(at start of year\)'](#)

These are the fixed asset investments at the start of the year and will be shown in the comparative figures of the balance sheet and in the notes to the accounts. The amount is shown at row A4 of section A of table 5 for the previous financial year end in the Charities SORP. This field is for supplementary information only.

[Help on field 'Endowment funds'](#)

This is the amount of all permanent and expendable endowment funds. The amount is shown at row D1 of table 5 of the Charities SORP.

[Help on field 'Restricted funds'](#)

This is the amount of all funds held that must be spent on particular purposes of the charity. The amount is shown at row D2 of table 5 of the Charities SORP.

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[Help on field 'Unrestricted funds'](#)

This is the amount of all funds held for the general purposes of the charity. This will include unrestricted income funds, designated funds, revaluation reserves and any pension reserve. The amount is shown at row D3 of table 5 of the Charities SORP.

[Help on field 'Designated funds'](#)

This is supplementary information and forms part of the total unrestricted funds figure above. It is the amount of unrestricted funds that have been set aside for a particular purpose by the trustees.

[Help on field 'General funds'](#)

This is supplementary information and forms part of the total unrestricted funds figure above. This will include unrestricted funds, revaluation reserve and any pension reserve, less the amount set aside by trustees as designated funds.

[Help on field 'Total funds'](#)

These are all funds shown on the balance sheet and comprise endowments, restricted income and unrestricted funds. The amount is shown as the net total of section D of table 5 of the Charities SORP and is equal to the total net assets figure.

[Additional information](#)

[Help on field 'Additional information'](#)

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

[Help on field 'Support costs'](#)

These are costs which, while necessary to deliver the activity, do not themselves produce activity. They include central office functions of the charity and are often apportioned to activities. The amount shown here is the total amount of support costs (for charitable, fundraising and governance activities) included in the resources expended. This amount will be shown in the notes to the accounts if it is significant.

[Help on field 'Depreciation charge for year'](#)

This is the amount of depreciation on tangible fixed assets (including impairment charges, if any) which will be shown as the charge for the year in the tangible fixed assets note to the accounts.

[Help on field 'Level of reserves'](#)

The level of reserves is calculated in accordance with paragraph (1.48) of the Charities SORP and is stated in the trustees' annual report (TAR).

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Help on field 'Prior year adjustments'

This is the amount the financial statements have been adjusted (if at all) in relation to accounting for the prior year(s).

Declaration

In this section charities are asked to make a declaration about the Commission's Public benefit guidance, Serious Incident Reporting and about vulnerable beneficiaries.

Public benefit guidance: Under the Charities Act, charity trustees **must** have regard to the public benefit statutory guidance produced by the Commission. This means charity trustees must be able to show that they are aware of the guidance and that they have taken it into account in making a decision where the guidance is relevant. You can read or download *the public benefit requirement* as well as the accompanying glossary [here](#).

Serious Incident reporting: If a serious incident has taken place in your charity, charity trustees are expected to report what happened to the Commission and explain how it is being managed. Incidents should be reported to the Commission even if the trustees have already reported them to the PSNI, donors or another regulator. The Commission regards a serious incident as an adverse event, whether actual or alleged, which results in, or risks, a significant:

- loss of charity money or assets
- damage to charity property
- harm to the work of the charity, its beneficiaries or reputation.

If a Serious incident has occurred during the year and you have not already reported it to the Commission you should do so immediately. For further information on Serious incident reporting and how you report to the Commission please see the guidance on our website [here](#).

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Annual Monitoring Return 2017

Declaration

Print Save Save & Exit Show Message << Back Next >>

- ✓ Introduction
- ✓ Charity details
- ✓ Part A
- ✓ Part B
- ✓ Part C
- ✓ 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

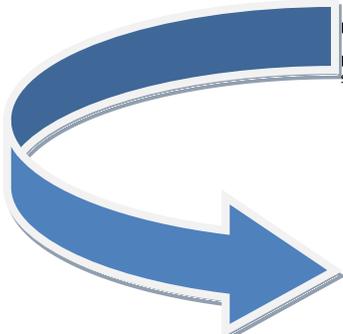
Final declaration

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 Show Message << Back Next >>



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.

Final Declaration

Charities are asked to declare that the information provided is accurate. This means the information in the annual monitoring return must be approved by the charity trustees before it is submitted. If you are authorised to submit the annual monitoring return on behalf of the charity trustees, you can do this by saving and printing a copy of the draft annual monitoring return for approval.

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Charity accounts

Charities are asked to attach and submit their accounts and reports as PDF documents.

The information and documentation submitted by the charity will automatically be posted to the Commission's online register. It is very important therefore that charities submit the correct documents.

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.

Charity accounts Print Save Save & Exit << Back Next >>

Introduction

Charity details

Part A

Part B

Part C

Declaration

Charity accounts

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

* Charity accounts Attach

* Trustee Annual Report Attach

* Audit Report or Independent Examiners Report Attach

Completed on behalf of all the charity trustees by:

* Title Other

* Name

* Job role or capacity

* Telephone number

* Email

If you have produced one **PDF** report which includes all three documents (Charity Accounts, Trustee Annual Report and Audit Report or Independent Examiners Report), you can **either**:

- upload the document 3 times or
- split the document and upload separately.

However each document must be saved as a *separate pdf* with a different name. The system will not accept three versions of a document.

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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.

Submit

A copy of your charity's completed and submitted annual monitoring return form will be sent to your charity's e-mail address which is held for Commission use.