



GUIDANCE ON THE PREPARATION OF RECEIPTS AND PAYMENTS ACCOUNTS AND ANNUAL REPORTS

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In this document, any reference to "the Act" is to the [Charities Registration and Regulation Act 2019](#), any reference to a "section" is to the section of the Act so numbered, any reference to "the Regulations" is to the [Charities Regulations 2020](#) and any reference to a "Regulation" is to the regulation of the Regulations so numbered.

Further information and downloadable copies of relevant legislation, forms and guidance are available from the Attorney General's website: www.gov.im/charities.

I INTRODUCTION

1. **Introduction**

The format and independent scrutiny of charity accounts is regulated by the [Charities Registration and Regulation Act 2019](#) and the [Charities Regulations 2020](#).

The Attorney General has published a template to be used for the preparation of accounts on a *receipts and payments* basis for those charities able to do so. The template is modelled on that published by the Office of the Scottish Charity Regulator ("the OSCR"). Accordingly, this guidance, which also explains the principles underlying receipts and payments accounts, reflects that published by the OSCR for the completion of its template, modified as necessary to take account of differences in law and procedure between the respective jurisdictions.

The Attorney General has also published templates to be used for the annual report of a charity which has prepared its annual accounts on a receipts and payments basis. The annual report and the annual accounts are to be submitted together to the Attorney General. This document also contains guidance on the completion of the annual report. A non-auditable charity (i.e. one whose gross income is £250,000 or less) which prepares its accounts on an accruals basis may also use the annual report template.

The receipts and payments accounts template and the annual report templates are included in the Appendices to this document, as is a glossary of the terms used in this document which appear in italics at the first time of use.

For the purpose of clarification, the templates are approved forms, as that term is defined in section 53 of the Act, meaning that their use is mandatory (as provided by Regulations 11(2) and 17(3)) by charities which prepare their accounts on a receipts and payments basis.

Failure by a charity to comply with the requirements of Regulation 11 and 17 is an offence, the maximum penalty for which on summary conviction is a fine of £10,000. The effect of section 53 of the Act and section 54 of the [Interpretation Act 2015](#) is the charity trustees will be individually liable for non-compliance with any statutory requirement by the charity unless they are able to rely on the defence that they took all reasonable precautions and exercised all due diligence to avoid the commission of the offence.

As an approved form, any template completed must be the current version, i.e. the one currently available on the [Publications page](#). If an earlier version is used, it may be deemed to be unacceptable, as provided by section 56, in which case it will be rejected and treated as not having been submitted.

As it is not possible to file any documents on line, all completed templates (and accompanying documents) should be sent by post, or delivered by hand, to:

Charities Administration, Attorney General's Chambers,
Belgravia House, Circular Road, Douglas, Isle of Man, IM1 1AE

2. Which charities can prepare their annual accounts on a receipts and payments basis?

A charity may prepare receipts and payments accounts provided all of the following criteria apply to it:-

1. the charity is not a company;
2. the charity's *gross income* for the accounting year in question is £250,000 or less (i.e. section 27(1) of the Act does not apply to it)
3. the charity's governing instrument does not require that accruals accounts be prepared or that its accounts be audited;
4. the charity has not resolved that accruals accounts be prepared or that its accounts be audited; and
5. there is no legislation applicable to the charity which requires it to prepare accruals accounts.

If any of these criteria do not apply, or if the charity chooses not to prepare its accounts on a receipts and payments basis, the charity must prepare accruals accounts, as required by Regulation 12.

Failure by a charity to comply with the requirements of Regulation 12 is an offence, the maximum penalty for which on summary conviction is a fine of £10,000. The effect of section 53 of the Act and section 54 of the [Interpretation Act 2015](#) is the charity trustees will be individually liable for non-compliance with any statutory requirement by the charity unless they are able to rely on the defence that they took all reasonable precautions and exercised all due diligence to avoid the commission of the offence.

II PREPARING ANNUAL ACCOUNTS ON A RECEIPTS AND PAYMENTS BASIS

1. What are receipts and payments accounts?

Receipts and payments accounts are a simple form of accounting that consist of a summary of all monies received and paid via the bank and in cash by the charity during its accounting year, along with a statement of balances.

The main differences between receipts and payments and *accruals accounts* are that:

- in receipts and payments accounts, no adjustments are made for the timing of the income or payments to bring them into line with the activities to which they relate. So, for example, if a charity pays its rent in advance just before the end of the accounting year, the payment will be recorded in the accounts of the year it was actually paid, rather than in the year to which the payment relates
- the purchase or sale of *assets* for cash directly by the charity rather than a broker would be included in the receipts and payments accounts. Assets owned by the charity should be shown separately, by way of a note, as they, in real terms, do not represent resources moving into or out of the charity
- changes in value of assets are not included in receipts and payments accounts.

Formal accounting standards which are primarily concerned with ensuring that accounts show a “true and fair view” of a charity’s financial affairs do not apply to receipts and payments accounts. However, the receipts and payments accounts must give sufficient detail to enable a reader to gain an appreciation of the transactions of the charity and any surplus or deficit.

2. Features of receipts and payments accounts

2.1 They record cash movements only

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the accounting year. In this context “cash” includes cash equivalents, for example, bank and building society balances where cash can be readily withdrawn to pay for liabilities or expenditure as they become due.

2.2 They are summaries of cash movements

Receipts and payments accounts should not report all individual receipts and payments (like a cash book) but should summarise similar items. For example, all donations received for a particular purpose could be shown as one entry and all payments for one activity can be shown as one entry.

2.3 They differ from accruals accounts in the following ways:

Receipts and payments accounts include some items that do not appear in accruals accounts. These extra items involve either exchanging cash for other assets or exchanging other assets for cash. Examples include receipts from the sale of fixed assets or investments. Although such items should be included in receipts and payments accounts, they should form a separate category from other items in the accounts as the items do not represent resources moving into or out of the charity.

Similarly, receipts and payments accounts **exclude** some items that are included in accruals accounts. These excluded items mainly involve changes in the value of assets, such as investments, buildings, *creditors* and *debtors*, which are not accounted for in receipts and payments accounts. This means that receipts and payments accounts will not contain any amounts for depreciation, gifts in kind, bad debts or gains and losses on sales of investments or fixed assets.

3. Tips on preparing receipts and payments accounts

3.1 Where should the cut-off point be at the year end?

The closing bank balance to report in the accounts should be:

- the balance at the bank on the last day of the accounting year,
plus
- any money received before the end of the year but only banked in the following year,
less
- any cheques written before the end of the year but not cleared through the bank until the following year.

3.2 Accounting for separate funds

Trustees should be able to account separately for the restricted, unrestricted, expendable or permanent endowment funds that they manage as this demonstrates that they are both aware that their charity has funds which are subject to different treatment and that they understand how each such fund is able to be used.

A separate bank account is not required for each fund, provided that the book keeping records (for example, cash book and supporting documents) allow the trustees to identify the receipts and payments of each fund and the related assets and *liabilities*.

Many charities may only have an *unrestricted*, or general, *fund*, and the trustees will only need to enter amounts in the first column of the receipts and payments accounts. If charities have *restricted* and/or *endowment funds*, then they will have to complete these additional columns as well.

The pro forma receipts and payments accounts adopt an approach that combines all three types of fund in a single statement. This shows each type of fund in a separate column and meets the regulatory requirements. Additional notes schedules are provided to allow a further analysis of each fund type where this is needed.

3.3 How to summarise cash movements

Receipts and payments accounts **summarise** cash movements. Therefore all payments for similar types of expense (e.g. fundraising) or similar activities (e.g. charitable activities) and all receipts of similar types (e.g. donations) should be added together. Significant items (e.g. a large grant) may, for clarity, be shown separately in the additional notes schedules.

3.4 Allocation

Sometimes payments are made (or receipts received) for more than one fund (for example, where a payment is partly for routine property maintenance and partly for an improvement funded by a

restricted grant). In such cases the payment should be allocated on a reasonable basis and charged to the fund to which that payment relates.

3.5 Endowment funds

Where a charity has an expendable or permanent endowment fund which consists of investments:

- receipts generated by endowment fund assets (for example, dividends, interest, rent, etc.) will appear in the unrestricted funds column, or restricted funds column if the receipt can only be applied for a restricted purpose, and **not** in the endowment funds column
- receipts from the disposal of investments, or payments to acquire new investments, should be included within the endowment column. A disposal that is immediately reinvested in a new investment need not be shown as a receipt and subsequent payment
- investment management costs should only be included in the statement of receipts and payments where they are paid directly from the charity's bank account.

4. General notes for completing receipts and payments accounts

Amounts should be entered in Pounds Sterling. Round all amounts to the nearest Pound. (e.g. £4.60 becomes £5). If the charity holds its funds or carries out any transactions in a currency other than Pounds Sterling, this should be noted in Section C Note C6, together with the exchange rate which has been used to convert the amounts to Pounds Sterling, and the date on which that rate was effective.

Although the financial transactions are reflected in the annual accounts, it is the annual report which provides the narrative which enables a person reading the accounts to gain a full understanding of the charity's activities and performance. Thus, ideally, the charity trustees should be actively involved in the preparation of both documents, which should go hand in hand. Even if, in practice, it is the treasurer who prepares the annual accounts and report, all of the charity trustees are responsible both for their contents and accuracy. The report and accounts should be formally approved by the charity trustees at one of their meetings before being sent to the Attorney General.

There may be other information that charity trustees wish to include in the accounts to provide a fuller understanding of a transaction or events. Any additional information the trustees believe is necessary for a better understanding of the accounts should be added on the extra sheets.

The receipts and payments account template has a column for "last year's figures" and this must also be completed. This is important for the purposes of comparison.

III COMPLETING THE RECEIPTS AND PAYMENTS ACCOUNTS TEMPLATE

1. Use of the receipts and payments accounts template

If a charity which is able to prepare its accounts on a receipts and payments basis chooses to do so, it must use the template published by the Attorney General. Otherwise, the charity must prepare accruals accounts in accordance with *proper practices*.

A sample copy of the receipts and payments accounts template is included as Appendix 2 to this document. The current version is available on the [Publications page](#) and should be completed either manually or electronically. As it is not possible for charities to file their accounts electronically, the completed template should be sent by post, together with the annual return, (or delivered by hand) to Charities Administration at the address on page 3, within six months of the charity's accounting year end.

2. An overview of the template

The template comprises six pages, as follows:

- Page 1: Section A – Statement of receipts and payments
- Page 2: Section B – Statement of balances
- Page 3: Section C – Notes to the accounts
- Page 4: Additional analysis (1) – Analysis of receipts and payments
- Page 5: Additional analysis (2) – Breakdown of unrestricted funds
- Page 6: Additional analysis (3) – Breakdown of restricted funds

NB Sections A, B and C must be completed in every case. Paragraph 3.1 sets out the circumstances in which pages 4-6 should be completed.

3. Section A – Statement of receipts and payments

3.1 General notes

The statement of receipts and payments (page 1: Section A) provides an analysis of the incoming and outgoing cash and bank transactions for the year. The first page of the template is used to record the summary of the receipts (top part of the page) and payments (lower part of the page).

The statement of account must distinguish between unrestricted and restricted funds, as well as any expendable and permanent endowment funds. This is usually achieved by giving each fund a separate column in the accounts. Where there are multiple funds in any of these fund types, or the charity wants to provide more detailed analysis (e.g. to set out the receipts and expenditure concerning a specific fundraising activity), the additional analysis sheets (pages 4, 5 and 6) can be used with a transfer of the totals to the respective columns on the receipts and payments sheet (Section A).

The additional analysis sheets comprise:

1. breakdown of donations, grants, gross receipts from other charitable activities and payments relating directly to charitable activities across the principal fund headings;
2. breakdown of the receipts and payments for unrestricted funds where there are multiple funds; and

3. breakdown of the receipts and payments for restricted funds where there are multiple funds.

Any transfers from a restricted, unrestricted, expendable endowment or permanent endowment fund into another fund are shown separately. Please ensure that where a transfer is being made **from** a fund, that the figure is entered as a negative.

The electronic version of the template will automatically total rows and columns where appropriate. The cells where these automatic calculations occur are coloured for ease of reference, and have their content protected to avoid any unwanted change. There are also cells that are designed to ensure that there is consistency between figures by reconciling totals across the whole document. For example, if the additional analysis (2) sheet was used to provide details of unrestricted funds of the charity, and the total receipts on that sheet did not match the total receipts for unrestricted funds on the statement of receipts and payments, the message “cross ref error” would appear under the total receipts figure on the additional analysis (2) sheet. It should be noted that any error message will appear until all figures are correctly completed and all references to the same total match across all sheets.

3.2 Notes for completing Section A - statement of receipts and payments

The following notes explain what should be included in each section of the receipts and payments accounts.

Receipts	
Note A1	<p>This section should summarise all the receipts (other than receipts from sale of assets and investments or any income that has been collected specifically for and passed onto a third party, e.g. a collection held for another charity) using the categories listed.</p> <p>In particular,</p> <ul style="list-style-type: none"> • Donations would include all individual and corporate donations and any related gift aid claimed as well as membership fees and subscriptions. • Grants should include all grant income from foundations, trusts and local authorities. • Receipts from fundraising activities may include: <ul style="list-style-type: none"> ○ the occasional jumble sale and coffee morning ○ sponsorships. • Gross trading receipts should include all receipts from trading activities. The trading activities may be directly associated with the charitable activities or may be undertaken purely to generate income for the charity. Examples of trading receipts are: <ul style="list-style-type: none"> ○ charity shop income ○ fees received in a playgroup ○ fees for advice or counselling services ○ the sale of religious booklets by a religious charity. • Income from investments may include: <ul style="list-style-type: none"> ○ dividends/interest from investments, including bank interest ○ interest on loans made to a subsidiary. • Receipts from other charitable activities consist of receipts from all other sources. For example, contributions received towards outings and away days or any ad hoc income such as an insurance claim or compensation received by the charity.

Note A2	This section should summarise receipts from asset and investment sales into the following: <ul style="list-style-type: none"> • proceeds from sale of fixed assets (e.g. vehicles, furniture, equipment, computers) • proceeds from sale of investments (e.g. stocks and shares).
Payments	
Note A3	This section should summarise payments (other than purchase of assets and investments, etc.) using the categories listed. The reader of the accounts will compare a number of receipts and payments categories, e.g. trading, fundraising. Investment management and <i>governance costs</i> are defined in the glossary.
Note A4	This section should summarise payments relating to asset and investment movements into the following: <ul style="list-style-type: none"> • purchase of assets retained for the charity’s own use (e.g. vehicles, furniture, equipment, computers) • purchase of assets retained for investment purposes (e.g. stocks and shares).
Transfers and movements	
Note A5	The transfers row should be used to show any transfers between restricted, unrestricted, expendable and permanent endowment funds. The total of these transfers should be zero. This row should include transfers from: <ul style="list-style-type: none"> • unrestricted (general) funds to meet a deficit on a restricted fund • an expendable endowment to an unrestricted (general) or restricted income fund to spend on charitable purposes • a restricted fund of any unspent funds to unrestricted (general) funds with the agreement of the donor. <p>Where any expendable endowment funds are transferred to unrestricted or restricted income funds, there must be authority for this in the document governing the use of the endowment. If any such transfers are made, please give details in a note of the authority for the transfer.</p>

4. Section B - Statement of balances

4.1 General notes

As well as a statement of receipts and payments, the template contains a statement of balances (page 2: Section B). The statement must reconcile the cash and bank balances at the beginning and end of the accounting year with the surplus or deficit shown in the statement of receipts and payments.

As with the statement of receipts and payments, the statement of balances must distinguish between restricted and unrestricted funds, as well as any expendable endowment or permanent endowment funds held by the charity.

In addition, the statement of balances must also:

- summarise the investments held by the charity at their market valuation;
- summarise the other assets held by the charity, including gifted assets, stating either the cost of these assets or the valuation if it is lower than the cost; and
- include a total estimate of the liabilities of the charity at the accounting year end with *contingent liabilities* being shown separately.

4.2 Notes for completion of statement of balances

The following notes explain what should be included in each section of the statement of balances.

Transfers and movements	
Note B1	<p>Cash funds should include all cash and bank and building society balances where cash can be readily withdrawn to pay for liabilities/expenditure as they become due.</p> <p>The cash balances brought forward from last accounting year end should be those held in all the charity's cash and 'near cash' accounts.</p>
Note B2	<p>Investments may include:</p> <ul style="list-style-type: none"> • term deposits and any bank and building society balances not readily available to pay for liabilities/expenditure as they become due • government stocks, etc. • other quoted securities • properties held primarily for investment purposes • investments in subsidiary or associated companies • other investments.
Note B3	<p>Other assets may include:</p> <ul style="list-style-type: none"> • tax reclaim(s) due • recoverable grants and charitable loans due to the charity • other debts (recoverable amounts) due to the charity • land and buildings primarily occupied by the charity • motor vehicles • computers and other equipment • furniture, fixtures and fittings • other assets used by the charity in delivering its objectives. <p>Gifts of assets are not included in the receipts and payments statement. Gifted assets should however be included within the statement of balances.</p>
Note B4	<p>Liabilities may include:</p> <ul style="list-style-type: none"> • Those immediately due, for example: <ul style="list-style-type: none"> ○ taxes due but not yet paid ○ amounts due to staff for wages, salaries, etc. ○ suppliers' accounts not yet paid. • Those payable some time in the future, for example: <ul style="list-style-type: none"> ○ loan liabilities (details of lenders, terms, etc. may be added) ○ amounts payable on hire purchase and other leasing arrangements ○ any other liabilities.
Note B5	<p>Details of the nature and an estimate of the amount of each <i>contingent liability</i> should be provided.</p>

5. Section C - Notes to the accounts

5.1 Purpose of notes to the accounts

Notes to the accounts are an important part of the accounts. They expand on or explain the information contained in the statements of receipts and payments and balances, and will help a reader understand the accounts.

5.2 Notes for completion of notes to the accounts

The notes to the accounts (page 3: Section C) must contain the following information, unless it has been provided in the annual report.

Note C1	<p>Funds The nature and purpose of the different funds held by the charity, including any restrictions on their use.</p>
Note C2	<p>Grants The number and amount of any grants paid out by the charity; the type of activity or project supported by those grants and whether they were paid out to an individual or an organisation.</p>
Note C3	<p>Trustee remuneration The amount of remuneration paid to a charity trustee or person connected to a charity trustee. The note must also state the authority under which that remuneration was paid (i.e. the provision in the governing instrument, or general law applicable to the charity in question, and a decision of the charity trustees taken at a meeting on a specified date). If no remuneration was paid to a charity trustee or someone connected to a charity trustee, this must be stated.</p>
Note C4	<p>Trustee expenses The total amount of expenses, if any, paid to charity trustees and the number of charity trustees receiving expenses. If no expenses were paid to charity trustees this must be stated.</p>
Note C5	<p>Transactions with trustees and connected persons The nature of any transactions between the charity and any charity trustee or person connected to a charity trustee (a <i>connected person</i>). For example, a charity trustee purchasing an asset from the charity or a charity paying a firm for services such as professional advice where a charity trustee has a substantial interest in the firm. This note must include:</p> <ul style="list-style-type: none"> • the nature of the relationship • the nature and amount of the transaction • any outstanding balances at the accounting year end
Note C6	<p>Other information Any further information required to reasonably assist the reader to understand the statement of accounts. If the charity holds its funds or carries out any transactions in a currency other than Pounds Sterling, this should be noted here, together with the exchange rate which has been used to convert the amounts to Pounds Sterling, and the date on which that rate was effective.</p>

IV INDEPENDENT EXAMINATION

1. Is an independent examination required in relation to accounts which are prepared on a receipts and payments basis?

If a charity is able to prepare its accounts on a receipts and payments basis, i.e. it meets all the criteria included in Part I paragraph 2 above, then the following apply:

Gross income in the accounting year in question is more than £25,000 but is not more than £250,000	Accounts must be examined by an independent person
Gross income in the accounting year in question is £25,000 or less	Examination or other scrutiny is not necessary unless it is required by the charity's governing instrument, the charity has elected to have its accounts independently examined or the charity has entered into an agreement (e.g. with a grant making body) which imposes a requirement for independent examination or other scrutiny of its accounts.

2. What is independent examination?

Independent examination is a form of external scrutiny of accounts that has been specifically designed for smaller charities. In recognition of the size of charities to which it applies, it is a less onerous form of external scrutiny than an audit. An independent examiner reviews the accounting records kept by the charity and compares them with the accounts prepared from those records. The examiner then writes a report which provides the information required by the approved form published by the Attorney General and provides an assurance that nothing has been found that needs to be brought to the attention of readers of the accounts.

3. Who can undertake an independent examination?

Section 27 of the 2019 Act provides that the following persons can undertake an independent examination:

- an accountant; defined¹ as a member of one or more of the –
 - Institute of Chartered Accountants in England and Wales;
 - Institute of Chartered Accountants of Scotland;
 - Institute of Chartered Accountants in Ireland;
 - Association of Chartered Certified Accountants;
 - Chartered Institute of Public Finance and Accountancy; or
 - Chartered Institute of Management Accountants.

- a person approved by the Attorney General for the purpose of examining the accounts of the charity in question; or

¹ In the Schedule to the [Interpretation Act 2015](#)

- a person holding a qualification set out in the Schedule to the Regulations:

Governing Body	Qualification
ICSA – Institute of Chartered Secretaries and Administrators	ACIS – Associate of the Chartered Institute of Secretaries
ICSA – Institute of Chartered Secretaries and Administrators	FCIS – Fellow of the Chartered Institute of Secretaries
CIB – the Chartered Institute of Bankers	ACIB – Associate of the Chartered Institute of Bankers
CIBS – the Chartered Institute of Bankers in Scotland	MCIBS – Member of the Chartered Institute of Bankers in Scotland
ACCA – Association of Chartered Certified Accountants	CAT – Certified Accounting Technician
ACCA – Association of Chartered Certified Accountants	Diploma in Financial Management
AAT – Association of Accounting Technicians	AAT – Association of Accounting Technicians
ICAEW – Institute of Chartered Accountants in England and Wales	Diploma in Charity Accounting
CIPFA – Chartered Institute of Public Finance and Accountancy	Diploma in Charity Finance and Accountancy
CIPFA – Chartered Institute of Public Finance and Accountancy	Diploma in Public Audit
AIA – the Association of International Accountants	AAIA – Associate of the Association of International Accountants
AIA – the Association of International Accountants	FAIA – Fellow of the Association of International Accountants
AAPA – the Association of Authorised Public Accountants	AAPA – the Associate of the Authorised Public Accountants
IIA – The Institute of Internal Auditors UK & Ireland	PIIA – Advanced Diploma in Internal Auditing and Management
IIA – The Institute of Internal Auditors UK & Ireland	MIIA – Diploma in Internal Audit Practice
ACT – The Association of Corporate Treasurers	AMCT – Diploma in Corporate Treasury Management
IFA – the Institute of Financial Accountants	FFA – Fellow of the Institute of Financial Accountants

In addition, the person undertaking the examination must be independent, i.e. he or she should have no connection with the charity trustees which might inhibit the impartial conduct of the examination.

Whether this connection exists will depend on the circumstances of a particular charity but the following persons at least will normally be considered to have such a connection:

1. the charity trustees or anyone else closely involved in the administration of the charity;
2. a major donor to, or major beneficiary of, the charity; or
3. a *close relative*, spouse, partner, business partner or employee of any person who falls within 1. or 2. above.

4. Guidance on the Independent Examiner of Charity Accounts

Detailed guidance concerning the selection of an independent examiner, the carrying out of the examination and the examiner's reporting duties (including a copy of the approved form to be

used for the independent examiner's report) are contained in the *Guidance on the Independent Examination of Charity Accounts* issued by the Attorney General, which is available on the [Publications page](#). It is recommended that the Guidance is read by charity trustees as well as by any person appointed as an independent examiner.

V ANNUAL REPORT

1. General

A charity's financial statements alone do not provide all the information a reader would need to gain a full picture of the charity. The financial statements cannot easily explain:

- what the charity has done – its outputs
- what the charity has achieved – its outcomes
- what difference the charity has made – its impact.

An annual report also provides an opportunity to explain the areas not covered in the financial statements, including the charity's future plans.

This information is important to members, existing supporters and potential donors but is also crucial in assisting the Attorney General carry out his role as regulator and de facto guardian of charitable funds by confirming that a charity is operating properly within its objects or identifying aspects of the charities performance which requires further enquiry.

Finally, the annual report serves as an annual return of some of the information held on the register which enables the Charities Administration to check that, for example, changes of charity trustees or of the charity's correspondence address have been notified.

This makes the annual report an important element of a charity's required reporting to the Attorney General. For this reason, the Act requires that each registered charity must send an annual report to the Attorney General in respect of each accounting year.

2. Notes for preparing the Annual Report

Regulation 17 sets out the matters which are to be contained in a charity's annual report, depending on whether it is an auditable charity or a non-auditable charity.

Failure by a charity to comply with the requirements of Regulation 17 is an offence, the maximum penalty for which on summary conviction is a fine of £10,000. The effect of section 53 of the Act and section 54 of the [Interpretation Act 2015](#) is the charity trustees will be individually liable for non-compliance with any statutory requirement by the charity unless they are able to rely on the defence that they took all reasonable precautions and exercised all due diligence to avoid the commission of the offence.

A charity is an auditable charity if its gross income exceeds £250,000 for the accounting year in respect of which the annual report is being prepared.

In the case of an auditable charity, the charity's annual report must contain information concerning the activities of the charity which is in accordance with *proper practices*. The effect of this is that the annual report should be prepared in accordance with FRS102 or the current charities SORP issued by the Charity Commission or the OSCR. In addition, the report must contain the information specified in Regulation 17(2).

In relation to a non-auditable charity, the annual report must set out a brief summary of the main activities and achievements of the charity during the year in relation to its objects, as well as containing the information specified in Regulation 17(2).

The Attorney General has published two templates which meet the requirements of Regulation 17 in respect of a non-auditable charity, both of which are available on the [Publications page](#), namely:

- annual report for a foreign charity – for use by a non-auditable foreign charity
- annual report – for use by all other non-auditable charities

In the case of a charity which prepares its accounts on a receipts and payments basis, these forms are approved forms, meaning that the relevant template must be used for the annual report.

A non-auditable charity which has chosen to prepare its accounts on an accruals basis may use the relevant template for its annual report, in which case it should cross out the words “receipts and payments” where they appear in the declaration. Alternatively, it may create its own format provided it includes the necessary summary referred to in Regulation 17(1)(a) and contains all the information specified in Regulation 17(2), whether as an appendix or in the main body of the report.

Sample copies of the annual report templates are included in Appendices 3 and 4 to this document. The current version is available on the [Publications page](#) and should be completed either manually or electronically. As it is not possible for charities to file their reports electronically, the completed annual report template should be sent by post, together with the completed receipts and payments account template, (or delivered by hand) to Charities Administration at the address on page 3, within six months of the charity’s accounting year end.

The annual report template contains the following sections, all of which must be completed in full unless otherwise indicated:

Section	Comment
IOM charity number	The number with which the charity is registered in the Isle of Man.
Number(s) with which the charity is registered in any other jurisdiction(s)	The number(s) with which the charity is registered in, for example, England and Wales, Scotland, Northern Ireland, etc.
Charity name	The name of the charity as it appears on the Isle of Man register of charities.
Other names used by the charity in the carrying on of its activities during this accounting year	If the charity has carried on any activities during the accounting year to which the report relates under any other name, that name (or names) should be included here.
If a body corporate, the number with which it has been registered as a company or otherwise established	The number with which it has been registered as a company, as a foundation (if established under the Foundations Act 2011) or any other number allocated by the relevant registry on its establishment.
<i>[Foreign charity only]</i> If applicable, the number with which the charity has been registered under the Foreign Companies Act 2014	If a foreign charity is a company which has registered with the Isle of Man Companies Registry under the Foreign Companies Act 2014 , the number with which it has been so registered.
Postal address for correspondence	The address which the charity has designated as its correspondence address.
If a body corporate, the charity’s registered address	In the case of a company, its registered address as recorded on the register held by the registrar of companies in the jurisdiction in which the company is established. In the case of a foundation established under the Foundations Act 2011 or other body corporate, the address required to be provided to the relevant registrar as the address at which service of documents on the body corporate is effected.

Section	Comment
E-mail address for correspondence	The e-mail address which the charity has designated as its correspondence address.
<i>[Foreign charity only]</i> If registered under the Foreign Charities Act 2014, the charity's address for service in the Isle of Man	If a foreign charity is a company which has registered with the Isle of Man Companies Registry under the Foreign Companies Act 2014 , the address which it has provided to the Companies Registry as its address for service.
Name of every charity trustee during this accounting year; date appointed (if during the year); date appointment ceased (if during the year); and office held	The title, present forenames (in full) and present surname must be given of each individual (or, if a body corporate, the name which appears on the register which records its establishment) who has been a charity trustee during the accounting year to which the report relates, as well as the dates of appointment, or of the appointment ceasing (if either of these events took place during that accounting year) and the name of any office held by that trustee (e.g. Chair, Treasurer, Secretary, etc).
Have any charity trustees been employed by the charity during this accounting year?	Tick the "yes" or "no" box as applicable "Employed" means engaged by the charity under a contract of employment, or under a contract for services, to carry out tasks as part of the delivery of the charity's activities or in respect of its administration.
If Yes to the above, name of charity trustee employed by the charity during the year; date employment commenced (if during the year); and date employment ceased (if during the year)	The title, present forenames (in full) and present surname must be given of each charity trustee who has been employed by the charity during the accounting year to which the report relates, as well as the dates the employment commenced or ceased (if either of these events took place during that accounting year).
<i>[Foreign charity only]</i> Name of Responsible Person(s) during this accounting year; date appointed (if during the year); and date appointment ceased (if during the year)	The title, present forenames (in full) and present surname must be given of each individual (or, if a body corporate, the name which appears on the register which records its establishment) who has held the role of responsible person (where such a role is required in relation to the charity concerned) during the accounting year to which the report relates, as well as the dates the appointment commenced or ceased (if either of these events took place during that accounting year).
The objects of the charity	The objects of the charity set out in full, exactly as they appear in the charity's governing instrument.
Has there been any amendment to the charity's name or to its governing instrument during this accounting year?	Tick the "yes" or "no" box as applicable.
If yes to the previous question, give details of the amendment(s)	Set out amendment(s) (or a summary) and the date of its/their adoption

Section	Comment
<p>Summary of the main activities and achievements of the charity during this accounting year in furtherance of its objects</p> <p><i>[If a foreign charity, the activities and achievements to be reported on are those carried on by the charity in, or which are otherwise connected with, the Isle of Man]</i></p>	<p>This should include the following:</p> <ul style="list-style-type: none"> • A summary of the main activities of the charity in the accounting year explaining how these further its charitable objects and deliver public benefit. You might explain, for example, the major programmes, projects and other activities in which the charity engages. The summary should be sufficient to give the reader (who may be a member of the charity, a potential donor, an existing supporter or the Attorney General or a member of his staff) a reasonable understanding of the type of work undertaken. For example, 'runs a community centre' or 'provides free advice to beneficiaries'. • A brief summary of the charity's main achievements for the year that resulted from the charitable activities undertaken. This may be a brief narrative describing the results of the charity's work or give details of the outputs achieved, for example, 'ran over 400 befriending sessions reaching over 200 people'. <p>NB</p> <ol style="list-style-type: none"> 1. If the charity's objects refer to a specific geographical location (e.g. Africa, Douglas, the Parish of Malew, etc), then the summaries should make clear that that is where the activities and achievements have occurred. 2. As this report will be available to the general public, no information should be included in the summaries which is sufficient on its own to identify an individual who is a donor to, or a beneficiary of, the charity unless written consent has been given to make that information public.
<p>A description of the aims and objectives (if any) which the charity trustees have set for the charity in the future, and of the activities contemplated in furtherance of those aims and objectives</p>	<p>Include in this section a description of any aims and objectives which have been set which is sufficient to give the reader a reasonable understanding of the future plans for the charity. This type of information is particularly helpful to existing supporters and potential donors and to the Attorney General in his role as regulator.</p>
<p>Any other matters on which the charity trustees wish to report</p>	<p>This section can be used for any other details which the charity trustees may choose to include in their report, e.g. if this report is intended to be the annual report to the charity's members.</p>
<p>Signatures</p>	<p>The annual report must be signed and dated by at least one charity trustee, who must be authorised to do so on behalf of all the charity trustees, and must specify the date on which the receipts and payments accounts and the annual report were approved by the charity trustees. The charity trustee(s) signing must also confirm that the charity has complied with its notification requirements during the year in question.</p> <p>Some charities prefer to have two signatures. Space has therefore been provided to accommodate a second signature, if required.</p>

APPENDIX 1 - Glossary

Accruals accounts

Accruals 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.

The Act

The [Charities Registration and Regulation Act 2019](#)

Assets

Assets are property, goods and money, investments, rights to receive money in the future and logos, names, data and other intellectual property.

Auditable charity

An auditable charity is a charity to which section 27(5) of the [Charities Registration and Regulation Act 2019](#) applies, meaning that its accounts must be audited by an accountant or an approved person as its gross income in the accounting year in question exceeds £250,000.

Close relative

Close relatives are children, parents, grandchildren, grandparents, brothers or sisters and any of their spouses.

Connected person

A connected person is a person connected to a charity trustee by virtue of being:

- a close relative
- a spouse, civil partner or person with whom the charity trustee is living with in an equivalent relationship
- any institution, corporate body or partnership where the charity trustee, or person connected to them, has a controlling or substantial interest.

Contingent liability

A contingent liability is a liability that may arise from past events but whether it will, or how much it may be, is not yet certain.

Creditors

Creditors are people or organisations to whom the charity owes money for loans or supplies of goods or services.

Debtors

Debtors are people or organisations that owe money to the charity, normally for supplies of goods or services but also for loans, promised donations and legacies.

Designated fund

A designated fund is that part of the charity's unrestricted funds that the charity trustees have decided to earmark, or designate, for a particular purpose.

Endowment funds

There are two forms of endowment:

- A **permanent endowment** is a fund that has been gifted to the charity with specific conditions attached, and cannot be spent in any circumstances.

- An **expendable endowment** is one where funds have been gifted to the charity with specific conditions attached and which cannot be spent except in those circumstances as set out in the endowment document.

Normally the governing instrument of the charity or the directions of the donor of the endowment will specify how the income from the endowment can be used and therefore whether the income should be included in the accounts as a restricted or unrestricted fund.

Governance costs

Good practice dictates that there should be separate disclosure of audit/independent examination, preparation of annual accounts and legal costs. Expenditure associated with other governance activities such as trustee meetings, AGMs and other general meetings of the charity and strategic planning should be shown under 'Other information'.

Gross income

A charity's gross income is the total income of the charity for that particular year excluding the receipt of any donated asset in a permanent or expendable endowment fund.

Any income that has been collected specifically for and passed onto a third party (e.g. that part of a membership fee that is passed onto a parent body, or a collection held for another charity) should also be excluded. However, it should be recorded by way of a note to the accounts under 'other information'.

Investment management costs

Investment management costs will include any payments for:

- portfolio management charges
- investment advice
- management or maintenance of investment property.

Liability

A liability is an obligation to transfer to another body, at some future time, some economic benefit, usually (but not always) a sum of money.

Non-auditable charity

A charity whose gross income in the accounting year in question is £250,000 or less.

Proper practices

In relation to any matter, defined in Regulation 3 as meaning practices consistent with such of the following as are applicable to that matter—

- (a) any Financial Reporting Standards issued or adopted from time to time by the Financial Reporting Council in the United Kingdom;
- (b) any Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards issued or adopted from time to time by the Charity Commission for England and Wales or the Office of the Scottish Charity Regulator.

The Regulations

The [Charities Regulations 2020](#)

Restricted fund

Restricted funds are funds that can only be used for the particular purposes specified by the donor. For example, if a local authority provides a grant to a local charity to refurbish the community hall, the grant is a restricted fund that can only be used for the purpose it was given,

in this case refurbishing the hall. Another example would be if a charity carries out an appeal for a particular purpose. The money raised by the appeal would be a restricted fund and should only be used for the purpose of the appeal.

Income from assets held in a restricted fund (e.g. interest) will be subject to the same restriction as the original fund unless the terms of the original restriction say otherwise.

Unrestricted fund

Unrestricted funds are funds that the charity trustees are able to use for any of the charity's purposes. Donations that are **not** given for a specific purpose would be included within an unrestricted fund (e.g. membership fees). Income from these funds is also unrestricted and can be used for any of the charity's purposes at the discretion of the charity trustees.

Charity trustees may decide to earmark part of a charity's unrestricted funds for a particular purpose e.g. major repair works. These sums are described as *designated funds* and should be accounted for as part of the charity's unrestricted funds.

APPENDIX 2

Template - Receipts and Payments Accounts (approved form)

Note:

As an approved form, the template completed must always be the current version published by the Attorney General and available on the [Publications page](#).

Please do not use an earlier version as it may be deemed to be unacceptable as provided by section 56 of the [Charities Registration and Regulation Act 2019](#), in which case it will be rejected and treated as not having been submitted.



RECEIPTS AND PAYMENTS ACCOUNTS FROM		TO				
Charity name		IOM charity number				
Section A - Statement of receipts and payments						
<i>Enter amounts to the nearest £</i>						
<i>NB: Coloured cells will update automatically in editable version</i>						
	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
A1 Receipts						
Donations					£ -	
Legacies					£ -	
Grants					£ -	
Receipts from fundraising activities					£ -	
Gross trading receipts					£ -	
Income from investments other than land and buildings					£ -	
Rents from land & buildings					£ -	
Gross receipts from other charitable activities					£ -	
					£ -	
A1 Sub total	£ -	£ -	£ -	£ -	£ -	£ -
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					£ -	
Proceeds from sale of investments					£ -	
					£ -	
A2 Sub total	£ -	£ -	£ -	£ -	£ -	£ -
A3 Payments						
Expenses for fundraising activities					£ -	
Gross trading payments					£ -	
Investment management costs					£ -	
Payments relating directly to charitable activities					£ -	
Grants and donations					£ -	
Governance costs:					£ -	
• Audit / independent examination					£ -	
• Preparation of annual accounts					£ -	
• Legal costs					£ -	
• Other					£ -	
					£ -	
A3 Sub total	£ -	£ -	£ -	£ -	£ -	£ -
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					£ -	
Purchase of investments					£ -	
					£ -	
A4 Sub total	£ -	£ -	£ -	£ -	£ -	£ -
A5 Transfers to/from funds						
					£ -	
A6 Totals						
<i>Amounts to the nearest £</i>	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
Total receipts	£ -	£ -	£ -	£ -	£ -	£ -
Total payments	£ -	£ -	£ -	£ -	£ -	£ -
Net receipts/payments	£ -	£ -	£ -	£ -	£ -	£ -
Surplus/deficit for year	£ -	£ -	£ -	£ -	£ -	£ -



RECEIPTS AND PAYMENTS ACCOUNTS FROM **TO**
 Charity name IOM charity number
Section B - Statement of balances

B1 Cash funds

<i>Enter amounts to the nearest £</i>	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
Cash and bank balances at start of year					£-	
Surplus / (deficit) shown on receipts and payments account	£-	£-	£-	£-	£-	£-
					£-	
Cash and bank balances at end of year	£-	£-	£-	£-	£-	£-

B2 Investments

Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
Total		£-	£-

B3 Other assets

Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
Total		£-	£-	£-

B4 Liabilities

Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
Total		£-	£-

B5 Contingent liabilities

Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
Total		£-	£-



RECEIPTS AND PAYMENTS ACCOUNTS FROM	TO
Charity name	IOM charity number
Section C - Notes to the Accounts	

C1 Nature and purpose of funds
(may be stated on analysis of funds worksheets)

--

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			-

C3 Trustee remuneration *If no remuneration was paid during the period to any charity trustee or person connected to a trustee then cross this box. Otherwise complete details below.*

Authority under which paid	Number of trustees	£

C4 Trustee expenses *If no expenses were paid to any charity trustee during the period then cross this box. Otherwise complete details below.*

Details of trustee expenses	Number of trustees	£

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

--



RECEIPTS AND PAYMENTS ACCOUNTS FROM **TO**
 Charity name IOM charity number
Additional analysis (1) - Analysis of receipts and payments

1 Donations

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					£ -	
					£ -	
					£ -	
					£ -	
Total	£ -	£ -	£ -	£ -	£ -	£ -

2 Grants

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
			£ -	
			£ -	
			£ -	
			£ -	
Total	£ -	£ -	£ -	£ -

3 Gross receipts from other charitable activities

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					£ -	
					£ -	
					£ -	
					£ -	
					£ -	
					£ -	
					£ -	
Total	£ -	£ -	£ -	£ -	£ -	£ -

4 Payments relating directly to charitable activities

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					£ -	
					£ -	
					£ -	
					£ -	
					£ -	
					£ -	
					£ -	
					£ -	
					£ -	
					£ -	
Total	£ -	£ -	£ -	£ -	£ -	£ -



RECEIPTS AND PAYMENTS ACCOUNTS FROM Charity name	TO IOM charity number					
Additional analysis (2) - Breakdown of unrestricted funds						
<i>Enter name of unrestricted funds as applicable</i>	Unrestricted fund 1	Unrestricted fund 2	Unrestricted fund 3	Unrestricted fund 4	Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations					£ -	
Legacies					£ -	
Grants					£ -	
Receipts from fundraising activities					£ -	
Gross trading receipts					£ -	
Income from investments other than land and buildings					£ -	
Rents from land & buildings					£ -	
Gross receipts from other charitable activities					£ -	
<i>Sub total</i>	£ -	£ -	£ -	£ -	£ -	£ -
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					£ -	
Proceeds from sale of investments					£ -	
<i>Sub total</i>	£ -	£ -	£ -	£ -	£ -	£ -
Payments						
Expenses for fundraising activities					£ -	
Gross trading payments					£ -	
Investment management costs					£ -	
Payments relating directly to charitable activities					£ -	
Grants and donations					£ -	
Governance costs:					£ -	
• Audit / independent examination					£ -	
• Preparation of annual accounts					£ -	
• Legal costs					£ -	
• Other					£ -	
<i>Sub total</i>	£ -	£ -	£ -	£ -	£ -	£ -
Payments relating to asset and investment movements						
Purchases of fixed assets					£ -	
Purchase of investments					£ -	
<i>Sub total</i>	£ -	£ -	£ -	£ -	£ -	£ -
Transfers to/from funds						
					£ -	
Totals						
Total receipts	£ -	£ -	£ -	£ -	£ -	£ -
Total payments	£ -	£ -	£ -	£ -	£ -	£ -
Net receipts/payments	£ -	£ -	£ -	£ -	£ -	£ -
Surplus/deficit for year	£ -	£ -	£ -	£ -	£ -	£ -
Nature and purpose of funds						



CHARITIES REGISTRATION AND REGULATION ACT 2019 & CHARITIES REGULATIONS 2020
 Attorney General's Chambers, Isle of Man

v1 Jun 2020

RECEIPTS AND PAYMENTS ACCOUNTS FROM					TO	
Charity name					IOM charity number	
Additional analysis (3) - Breakdown of restricted funds						
Enter name of restricted funds as applicable	Restricted fund 1	Restricted fund 2	Restricted fund 3	Restricted fund 4	Total restricted funds	Total restricted funds last period
Receipts						
Donations					£ -	
Legacies					£ -	
Grants					£ -	
Receipts from fundraising activities					£ -	
Gross trading receipts					£ -	
Income from investments other than land and buildings					£ -	
Rents from land & buildings					£ -	
Gross receipts from other charitable activities					£ -	
Sub total	£ -	£ -	£ -	£ -	£ -	£ -
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					£ -	
Proceeds from sale of investments					£ -	
Sub total	£ -	£ -	£ -	£ -	£ -	£ -
Payments						
Expenses for fundraising activities					£ -	
Gross trading payments					£ -	
Investment management costs					£ -	
Payments relating directly to charitable activities					£ -	
Grants and donations					£ -	
Governance costs:					£ -	
• Audit / independent examination					£ -	
• Preparation of annual accounts					£ -	
• Legal costs					£ -	
• Other					£ -	
Sub total	£ -	£ -	£ -	£ -	£ -	£ -
Payments relating to asset and investment movements						
Purchases of fixed assets					£ -	
Purchase of investments					£ -	
Sub total	£ -	£ -	£ -	£ -	£ -	£ -
Transfers to/from funds						
					£ -	
Totals						
Total receipts	£ -	£ -	£ -	£ -	£ -	£ -
Total payments	£ -	£ -	£ -	£ -	£ -	£ -
Net receipts/payments	£ -	£ -	£ -	£ -	£ -	£ -
Surplus/deficit for year	£ -	£ -	£ -	£ -	£ -	£ -
Nature and purpose of funds						

APPENDIX 3

Template – Annual Report of a Non-auditable Charity (approved form)

Note:

A non-auditable charity is one with a gross income of £250,000 or less.

As an approved form, the template completed must always be the current version published by the Attorney General and available on the [Publications page](#).

Please do not use an earlier version as it may be deemed to be unacceptable as provided by section 56 of the [Charities Registration and Regulation Act 2019](#), in which case it will be rejected and treated as not having been submitted.



**ANNUAL REPORT FOR THE ACCOUNTING YEAR TO
 WITH A GROSS INCOME OF £250,000 OR LESS**

Charity details	
1. IOM charity number:	
2. Number(s) with which the charity is registered in any other jurisdiction(s):	
3. Charity name:	
4. Other names used by the charity in the carrying out of its activities during this accounting year:	
5. If a body corporate, the number with which it has been registered as a company or otherwise established:	
6. Postal address for correspondence:	7. If a body corporate, the charity's registered address:
8. E-mail address for correspondence:	

Charity trustees			
9. Name ¹ of every charity trustee during this accounting year:	Date appointed <i>(if during the year)</i>	Date appointment ceased <i>(if during the year)</i>	Office held ²
10. Have any charity trustees been employed by the charity during this accounting year? <input type="checkbox"/> YES <input type="checkbox"/> NO			
11. If "Yes" to Q10, name ¹ of charity trustee employed by the charity during the year	Date employment commenced <i>(if during the year)</i>	Date employment ceased <i>(if during the year)</i>	

¹ In the case of an individual, this means title, present forenames and present surname.
² e.g. Chair, Treasurer, Secretary.

**ANNUAL REPORT FOR THE ACCOUNTING YEAR TO
WITH A GROSS INCOME OF £250,000 OR LESS**

Charity's objects and activities	
12. The objects of the charity³:	
13. Has there been any amendment to the charity's name or to its governing instrument during this accounting year?	<input type="checkbox"/> YES <input type="checkbox"/> NO
14. If "Yes" to Q13, give details of the amendment(s):	
15. Summary of the main activities and achievements of the charity during this accounting year in furtherance of its objects⁴:	
16. A description of the aims and objectives (if any) which the charity trustees have set for the charity in the future, and of the activities contemplated in furtherance of those aims and objectives:	
17. Any other matters on which the charity trustees wish to report:	

³ These must be set out in full, exactly as they appear in the charity's governing instrument.

⁴ This report will form part of the charity's entry in the register of charities and, as such, will be available to be downloaded by members of the public. Accordingly, no information should be included which is sufficient on its own to identify an individual who is a donor to, or a beneficiary of, the charity unless that individual (or, if aged under 16, an individual with parental consent for him or her) has given his or her written consent to the charity trustees for such information to be made public.

DECLARATION⁵

1. I/We⁶ have read the notes on this form.
2. I/We⁶ attach the following documents (*tick to confirm*):
 - Receipts and payments accounts for this accounting year⁷
 - Independent examiner's report (if required⁸)
3. I/We⁶ confirm that the receipts and payments accounts attached for this accounting year and this report were approved by the charity trustees on (*insert date*) _____.
4. I/We⁶ confirm that the charity has notified to the Attorney General the occurrence during this accounting year of all events⁹ referred to in section 23 of the Charities Registration and Regulation Act 2019 as required by that section.
5. I/We⁶ declare that the information given in this form, and in the receipts and payments accounts attached, is correct to the best of my/our knowledge and belief¹⁰.

Signature:

Date:

Name¹¹:

Signature:

Date:

Name¹¹:

⁵ To be signed by one or more charity trustees, each of whom has been authorised to do so by a resolution of the charity trustees. In the case of a charity trustee which is a body corporate, the signature is of an officer of the body corporate duly authorised for the purpose.

⁶ Delete/cross out as applicable

⁷ The accounts of a charity and its annual report must be sent to the Attorney General at the same time.

⁸ See Part IV paragraph 1 of the Guidance on Independent Examination of Charity Accounts published by the Attorney General.

⁹ Section 23 of the Charities Registration and Regulation Act 2019 requires the notification to the Attorney General of the following events, within one month of their occurrence: an amendment of the governing instrument; an amendment of name; any appointment or change of charity trustee or change of the details of a charity trustee; a change of address or place at which the charity accepts service of process and any notices required to be served on the charity or which it has given as its correspondence address; in the case of a foreign charity, any appointment of or a change of responsible person or his or her details; and the winding up or dissolution of the charity.

¹⁰ Section 50 of the Charities Registration and Regulation Act 2019 provides that a person ("P") commits an offence if P furnishes information which P knows to be false or misleading in a material particular or recklessly furnishes information which is false or misleading in a material particular.

¹¹ This means title, present forenames and present surname.

APPENDIX 4

Template – Annual Report of a Non-auditable Foreign Charity (approved form)

Note:

A non-auditable charity is one with a gross income of £250,000 or less.

As an approved form, the template completed must always be the current version published by the Attorney General and available on the [Publications page](#).

Please do not use an earlier version as it may be deemed to be unacceptable as provided by section 56 of the [Charities Registration and Regulation Act 2019](#), in which case it will be rejected and treated as not having been submitted.



**ANNUAL REPORT OF A FOREIGN CHARITY FOR THE ACCOUNTING YEAR TO
 WITH A GROSS INCOME OF £250,000 OR LESS**

Charity details	
1. IOM charity number:	
2. Number(s) with which the charity is registered in any other jurisdiction(s):	
3. Charity name:	
4. Other names used by the charity in the carrying out of its activities during this accounting year:	
5. If a body corporate, the number with which it has been registered as a company or otherwise established:	
6. If applicable, the number with which the charity has been registered under the Foreign Companies Act 2014:	
7. Postal address for correspondence:	8. E-mail address for correspondence:
9. If a body corporate, the charity's registered address:	10: If registered under the Foreign Companies Act 2014, the charity's address for service in the Isle of Man:

Charity trustees			
11. Name ¹ of every charity trustee during this accounting year:	Date appointed <i>(if during the year)</i>	Date appointment ceased <i>(if during the year)</i>	Office held ²
12. Have any charity trustees been employed by the charity in relation to the activities carried on by it in, or otherwise connected with, the Isle of Man during this accounting year? <input type="checkbox"/> YES <input type="checkbox"/> NO			
13. If "Yes" to Q12, name ¹ of charity trustee employed by the charity during the year	Date employment commenced <i>(if during the year)</i>	Date employment ceased <i>(if during the year)</i>	

¹ In the case of an individual, this means title, present forenames and present surname.
² e.g. Chair, Treasurer, Secretary.

Approved form – Annual report for a foreign charity
 Published by the Attorney General – v1 Jun 2020

**ANNUAL REPORT OF A FOREIGN CHARITY FOR THE ACCOUNTING YEAR TO
 WITH A GROSS INCOME OF £250,000 OR LESS**

14. Name ³ of Responsible Person(s) during this accounting year:	Date appointed (if during the year)	Date appointment ceased (if during the year)

Charity's objects and activities

15. The objects of the charity⁴:

16. Has there been any amendment to the charity's name or to its governing instrument during this accounting year? YES NO

17. If "Yes" to Q16, give details of the amendment(s):

18. Summary of the main activities and achievements of the charity during this accounting year in furtherance of its objects⁵:

19. A description of the aims and objectives (if any) which the charity trustees have set for the charity in the future, and of the activities contemplated in furtherance of those aims and objectives:

20. Any other matters on which the charity trustees wish to report:

³ In the case of an individual, this means title, present forenames and present surname.

⁴ These must be set out in full, exactly as they appear in the charity's governing instrument.

⁵ The activities to be reported on are those carried on by charity in, or which are otherwise connected with the Isle of Man (per section 30 of the Charities Registration and Regulation Act 2019). This report will form part of the charity's entry in the register of charities and, as such, will be available to be downloaded by members of the public. Accordingly, no information should be included which is sufficient on its own to identify an individual who is a donor to, or a beneficiary of, the charity unless that individual (or, if aged under 16, an individual with parental consent for him or her) has given his or her written consent to the charity trustees for such information to be made public.

DECLARATION⁶

1. I/We⁷ have read the notes on this form.
2. I/We⁷ attach the following documents (*tick to confirm*):
 - Receipts and payments accounts for this accounting year⁸
 - Independent examiner's report (if required⁹)
3. I/We⁷ confirm that the receipts and payments accounts attached for this accounting year and this report were approved by the charity trustees on (*insert date*)_____.
4. I/We⁷ confirm that the charity has notified to the Attorney General the occurrence during this accounting year of all events¹⁰ referred to in section 23 of the Charities Registration and Regulation Act 2019 as required by that section.
5. I/We⁷ declare that the information given in this form, and in the receipts and payments accounts attached, is correct to the best of my/our knowledge and belief¹¹.

Signature:

Date:

Name¹²:

Signature:

Date:

Name¹²:

⁶ To be signed by one or more charity trustees, each of whom has been authorised to do so by a resolution of the charity trustees. In the case of a charity trustee which is a body corporate, the signature is of an officer of the body corporate duly authorised for the purpose.

⁷ Delete/cross out as applicable

⁸ The accounts of a charity and its annual report must be sent to the Attorney General at the same time.

⁹ See Part IV paragraph 1 of the Guidance on Independent Examination of Charity Accounts published by the Attorney General.

¹⁰ Section 23 of the Charities Registration and Regulation Act 2019 requires the notification to the Attorney General of the following events, within one month of their occurrence: an amendment of the governing instrument; an amendment of name; any appointment or change of charity trustee or change of the details of a charity trustee; a change of address or place at which the charity accepts service of process and any notices required to be served on the charity or which it has given as its correspondence address; in the case of a foreign charity, any appointment of or a change of responsible person or his or her details; and the winding up or dissolution of the charity.

¹¹ Section 50 of the Charities Registration and Regulation Act 2019 provides that a person ("P") commits an offence if P furnishes information which P knows to be false or misleading in a material particular or recklessly furnishes information which is false or misleading in a material particular.

¹² This means title, present forenames and present surname.