

SCHEDULE 1

Regulation 8

Fully Accrued Accounts - Principles

1. The statement of account shall be prepared in accordance with the methods and principles set out in the SORP.
2. The statement of financial activities shall give a true and fair view of the incoming resources and application of the resources of the charity in the financial year in respect of which the statement is prepared.
3. The balance sheet shall give a true and fair view of the state of affairs of the charity at the end of the financial year.
4. Where compliance with regulation 8 would not be sufficient to give a true and fair view as required in paragraphs 2 and 3 of this Schedule, the necessary additional information shall be given in the statement of account or in notes to the accounts.
5. If compliance with regulation 8 would be inconsistent with giving a true and fair view, the charity trustees shall depart from the requirement to the extent necessary to give a true and fair view.
6. Subject to the following three paragraphs, with respect to any amount required to be shown in the statement of financial activities or in the balance sheet, the statement of financial activities or the balance sheet shall also show the corresponding amount for the financial year immediately preceding that to which the statement or balance sheet relates.
7. Where that corresponding amount is not comparable with the amount to be shown for the item in question in respect of the financial year to which the statement of financial activities or balance sheets relates, the former amount shall be adjusted.
8. Where in the financial year to which the statement of account relates, the effect of paragraphs 1 to 6 of this Schedule is that there is nothing required to be shown in respect of a particular item, but an amount was required to be shown in respect of that item in the statement of account for the immediately preceding financial year, those provisions shall have effect as if such an amount were required to be shown in the statement of account.
9. Where a charity has more than one fund, only amounts corresponding to the entries in the statement of financial activities relating to the totals of both or all of the funds of the charity need to be shown.

SCHEDULE 2

Regulation 9

Receipts and Payments - Annual Report Requirements

1. The name of the charity as it appears in the Register and any other name by which it makes itself known.
2. The number assigned to it in the Register.
3. The address of the principal office of the charity or, where it does not have such an office, the name and address of one of the charity trustees (unless the charity is entitled to exclude the address from its entry in the Register in terms of section 3(4) of the 2005 Act).
4. The name of any person that is a charity trustee on the date the annual report was approved by the charity trustees unless—
 - (a) there are more than 50 charity trustees, in which case the names of 50 charity trustees is sufficient, or

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- (b) the charity is entitled to exclude the names of the charity trustees from its entry in the Register in terms of section 3(4) of the 2005 Act.
5. The name of any person who has, at any time during the financial year in question, been a charity trustee, unless the charity is entitled to exclude the names of the charity trustees from its entry in the Register in terms of section 3(4) of the 2005 Act.
6. Particulars of any deed or other document containing provisions which regulate the purposes and administration of the charity.
7. A description of the methods which have been adopted by the charity trustees to recruit and appoint new charity trustees and the name of any external body or person that is entitled to appoint the charity trustees, if any.
8. The purposes of the charity as set out in the constitution of the charity.
9. A summary of the main activities of the charity undertaken and achievements in the financial year.
10. A description of the policy which has been adopted by the charity trustees for the purpose of determining the level of reserves which it is appropriate for the charity to maintain in order to meet effectively its purposes, including the level of reserves held, why they are held and quantifying and explaining the purpose of any designated funds and the likely timing of any expenditure that has been set aside for the future.
11. If the charity has a deficit, an explanation of the circumstances giving rise to it and details of the steps being taken to rectify it.
12. An analysis of donated facilities and services, if any, that the charity received during the financial year.

SCHEDULE 3

Regulation 9

Receipts and Payments Accounts

PART 1

Information to be shown on the receipts and payments account and on the statement of balances

1. In respect of every amount required to be shown in the receipts and payments account and in the statement of balances, the corresponding amount for the financial year immediately preceding that to which the receipts and payments account and statement of balances relate.
2. The receipts and payments account shall set out the total receipts and payments for the financial year in sufficient detail as may reasonably enable a proper appreciation of the transactions and the excess of receipts over payments or payments over receipts for that year and shall distinguish between restricted, unrestricted, expendable endowment or permanent endowment funds.
3. The following receipts in particular, if any, shall be shown separately:—
- (a) donations;
 - (b) legacies;
 - (c) grants;
 - (d) receipts from fundraising activities;

- (e) gross trading receipts;
 - (f) income from investments other than land and buildings;
 - (g) rents from land and buildings;
 - (h) gross receipts from other charitable activities;
 - (i) proceeds from sale of fixed assets; and
 - (j) proceeds from sale of investments.
4. The following payments in particular, if any, shall be shown separately:–
- (a) expenses for fundraising activities;
 - (b) gross trading payments;
 - (c) investment management costs;
 - (d) payments relating directly to charitable activities, detailing material items;
 - (e) grants and donations relating directly to charitable activities;
 - (f) governance costs relating to–
 - (i) audit or independent examination;
 - (ii) preparation of annual accounts; and
 - (iii) legal costs associated with constitutional matters or trustee advice;
 - (g) purchases of fixed assets; and
 - (h) purchase of investments.
5. The receipts and payments account shall set out transfers from a restricted, unrestricted, expendable endowment or permanent endowment fund into another fund separately.
6. The statement of balances shall–
- (a) distinguish between unrestricted, restricted, expendable endowment or permanent endowment funds;
 - (b) reconcile the cash and bank balances at the beginning and end of the financial year with the surplus or deficit shown by the receipts and payments account;
 - (c) summarise the holding of investments and market valuation;
 - (d) summarise other assets including gifted assets and state the cost or a valuation of the assets if available, and where the charity trustees consider the valuation to be lower than the cost, state the valuation;
 - (e) state an estimate of the liabilities at the end of the financial year showing separately any contingent liabilities.

PART 2

Additional information to be provided by way of notes to the accounts

In respect of the receipts and payments account and statement of balances, except where provided in the annual report–

- (a) the nature and purpose of each of the funds including any restrictions on these funds;
- (b) the number and amount of grant or grants paid, the type of activity or project supported and whether the grant or grants was or were made for the benefit of an individual or an institution;

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- (c) the amount of remuneration paid to a charity trustee or person connected with a trustee, the authority under which the remuneration was paid, and if no remuneration was paid to a charity trustee or a person connected to a trustee, a statement of that fact;
- (d) the aggregate amount, if any, of expenses paid to the charity trustees, detailing the number of charity trustees paid and if no expenses were paid, a statement of that fact;
- (e) the nature of any transactions between charity trustees and persons connected with a trustee, the nature of the relationship, the transaction amount and any outstanding balances at the end of the financial year of the charity;
- (f) such other information as may reasonably assist the user to understand the statement of accounts.