

Scottish Charity Number:
The Charity's legal name:

PLEASE USE BLACK PEN. Write only in the empty white boxes. Do not write in the shaded boxes. Information written outwith the appropriate space may not be captured. Information need only be entered where the existing information is incorrect or the space is blank. Amendments should be entered into the white (change) boxes.

Existing Principal Contact Details

If the charity has an office, please state the address of the principal office and enter the name of one of the charity trustees (for example a member of the board of directors or management committee), or another relevant person (for example the manager) as the principal contact. If the charity does not have an office, you **MUST** enter the name and address of one of the charity trustees. Please state whether the address given is a principal office address or a charity trustee's home address.

Title	Forename	Surname	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preferred Salutation	<input type="text"/>	Designation	< <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 1	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Address Line 2	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Address Line 3	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Address Line 4	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Address Line 5	<input type="text"/>	Postcode	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	<input type="text"/>	Fax	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-Mail	<input type="text"/>		
<input type="text"/>	<input type="text"/>		

Is this a new contact? Enter Yes or No.

Is this a principal office address (P) or a charity trustee's home address (T)? Enter P or T.

If this box is not completed we will assume the address given is a principal office address.

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5 – Accounting period end date

Please provide Accounts, including the Charity Trustees' Annual Report, bearing original signatures, for the year ended as indicated in the boxes. If this does not reflect your current year end date, please contact us.

Please ensure the accounts and this form, are returned to OSCR within 9 months of the above date.

6 – Gross income in the accounting period as indicated at Q.5 above

£ , , .

Please enter whole pounds only. If the charity accounts include a Statement of Financial Activities, this figure should be the total incoming resources for all funds. Use the total receipts figure, excluding permanent endowments, if a receipts and payments account. Money from all sources should be totalled without deducting any expenditure.

7 – Charitable purposes

The charitable purposes set out in the Charities and Trustee Investment (Scotland) Act 2005 are listed below. If the existing information in respect of the charitable purpose(s) of your charity is wrong, please cross those you wish to remove and tick the change box of the alternative purpose.

	Existing	Change
7a – The prevention or relief of poverty	<input type="checkbox"/>	<input type="checkbox"/>
7b – The advancement of education	<input type="checkbox"/>	<input type="checkbox"/>
7c – The advancement of religion	<input type="checkbox"/>	<input type="checkbox"/>
7d – The advancement of health	<input type="checkbox"/>	<input type="checkbox"/>
7e – The saving of lives	<input type="checkbox"/>	<input type="checkbox"/>
7f – The advancement of citizenship or community development	<input type="checkbox"/>	<input type="checkbox"/>
7g – The advancement of the arts, heritage, culture or science	<input type="checkbox"/>	<input type="checkbox"/>
7h – The advancement of public participation in sport	<input type="checkbox"/>	<input type="checkbox"/>
7i – The provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended	<input type="checkbox"/>	<input type="checkbox"/>
7j – The advancement of human rights, conflict resolution or reconciliation	<input type="checkbox"/>	<input type="checkbox"/>
7k – The promotion of religious or racial harmony	<input type="checkbox"/>	<input type="checkbox"/>
7l – The promotion of equality and diversity	<input type="checkbox"/>	<input type="checkbox"/>
7m – The advancement of environmental protection or improvement	<input type="checkbox"/>	<input type="checkbox"/>
7n – The relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage	<input type="checkbox"/>	<input type="checkbox"/>
7o – The advancement of animal welfare	<input type="checkbox"/>	<input type="checkbox"/>
7p – Any other purpose that may reasonably be regarded as analogous to any of the preceding purposes	<input type="checkbox"/>	<input type="checkbox"/>

8 – Beneficiary groups

Tick every group that your charity exists specifically to serve. You must enter at least one. Do not mark groups just because they are among those served, only if the purpose of a service is to focus on them. If you are changing the existing information, please tick all those you wish to apply, and cross all those you wish to remove.

	Existing	Change
8a – Children / young people	<input type="checkbox"/>	<input type="checkbox"/>
8b – Older people	<input type="checkbox"/>	<input type="checkbox"/>
8c – People with disabilities or health problems	<input type="checkbox"/>	<input type="checkbox"/>
8d – People of a particular ethnic or racial origin	<input type="checkbox"/>	<input type="checkbox"/>
8e – Other defined groups	<input type="checkbox"/>	<input type="checkbox"/>
8f – No specific group, or for the benefit of the community	<input type="checkbox"/>	<input type="checkbox"/>
8g – Other charities / voluntary bodies	<input type="checkbox"/>	<input type="checkbox"/>

9 – Type of activity

Tick every description which explains the way your charity operates. You must enter at least one. If you are changing the existing information, please tick all those you wish to apply, and cross all those you wish to remove.

	Existing	Change
9a – It makes grants, donations, loans, gifts or pensions to individuals	<input type="checkbox"/>	<input type="checkbox"/>
9b – It makes grants, donations or gifts to organisations	<input type="checkbox"/>	<input type="checkbox"/>
9c – It carries out activities or services itself	<input type="checkbox"/>	<input type="checkbox"/>
9d – It does none of these	<input type="checkbox"/>	<input type="checkbox"/>

10 – Geographical Spread

Existing Change

Enter the code number from the list that best describes how local or wide spread is the work of your charity, or the recipients of the grants it gives. You must enter only one.

- 1 A specific local point, community or neighbourhood
- 2 Wider, but within one local authority area
- 3 More than one local authority area in Scotland
- 4 One or a few bases or facilities serving people who come from a broad area
- 5 Operations cover all or most of Scotland
- 6 Scotland and other parts of the UK
- 7 UK and overseas
- 8 Overseas only

11 – Head office or main operating location Existing Change

Enter the code number of the authority area in which the charity's head office or main operating location lies, from the list below.

1	Aberdeen	12	East Renfrewshire	23	Perth & Kinross
2	Aberdeenshire	13	Falkirk	24	Renfrewshire
3	Angus	14	Fife	25	Scottish Borders
4	Argyll & Bute	15	Glasgow City	26	Shetland Islands
5	City of Edinburgh	16	Highland	27	South Ayrshire
6	Clackmannanshire	17	Inverclyde	28	South Lanarkshire
7	Dumfries & Galloway	18	Midlothian	29	Stirling
8	Dundee City	19	Moray	30	West Dunbartonshire
9	East Ayrshire	20	North Ayrshire	31	West Lothian
10	East Dunbartonshire	21	North Lanarkshire	32	Western Isles
11	East Lothian	22	Orkney Islands	33	Outwith Scotland

12 – Connected Trading Companies

Does the charity have one or more connected trading companies (where a company sells goods or services to the public and runs at a profit / loss and which donates funds to the charity)? Enter Yes or No.

Existing Change

Data Protection

OSCR is a Non-Ministerial Department of the Scottish Administration. Our data processing activities have been notified to the UK Information Commissioner, and appear on the Public Register with the registration number Z9409201.

Information on this form is processed for the following purposes:

- To regulate charities in Scotland
- To inform investigations into allegations of misconduct, mismanagement or misrepresentation
- To develop a regime of proactive monitoring
- To encourage and facilitate compliance and best practice within charities
- To inform research into the charity sector in Scotland

The information on this form may be shared with Her Majesty's Revenue and Customs and other regulatory bodies. Selected information will be publicly available via the OSCR website on the Scottish Charity Register.

Certification

- I certify that the information given in this form is correct to the best of our knowledge.
- In future, we would prefer to submit this annual return in paper (P) or electronic (E) format:

Existing Change

Signed by one of the charity trustees on behalf of all

Date

(Charity trustees means the persons having general control and management of the administration of a charity)

Print Name

Designation

Supplementary Monitoring Return

PLEASE USE BLACK PEN. Write only in the empty white boxes. Do not write in the shaded boxes. Information printed outwith the appropriate space may not be captured.

Please place a single '0' in all lines where the answer is nil, blank or not applicable.

Figures in whole pounds only. Where a figure is negative, signify a minus sign through the + box – do not use brackets. Guidance notes are supplied to assist in the completion of the following sections. Please read them. Words in *italics* are explained in the glossary.

Section A Financial Information

Please complete this section by reference to the accounts for the *accounting period*. The guidance notes help with this section. Under £100,000 gross income - complete only A7 and A15 together with A16 to A25 and sections B to F.

BREAKDOWN OF INCOMING RESOURCES

A1 - Total donations, <i>fundraising</i> and legacies	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>
A2 - Interest and investment income, not including disposal proceeds or revaluations	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>
A3 - Total Government funding	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>
A4 - Income from trading in order to raise funds	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>
A5 - Income from a charitable activity	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>
A6 - Other incoming resources	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>
A7 - Total incoming resources as per the accounts (= A1 + A2 + A3 + A4 + A5 + A6) (SORP) Total receipts (R & P) (This figure should agree with Q6 of the Annual Return)	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>

BREAKDOWN OF RESOURCES EXPENDED

A8 - Cost of generating voluntary funds (will be compared to A1)	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>
A9 - Cost of generating other funds, including Investment Manager's fees, obtaining public sector funding	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>
A10 - Cost of trading in order to raise funds (will be compared to A4)	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>
A11 - Cost of charitable activities	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>
A12 - Grants and donations made	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>
A13 – <i>Governance costs</i>	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>
A14 - Other	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>
A15 - Total resources expended as per the accounts (= A8 + A9 + A10 + A11 + A12 + A13 + A14) (SORP) Total payments (R & P)	£	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>	,	<input type="text"/>	<input type="text"/>	<input type="text"/>

BALANCE SHEET / STATEMENT OF BALANCE HIGHLIGHTS

A16 - Cash and Bank balances	+	£	<input type="text"/>	,	<input type="text"/>	,	<input type="text"/>
A17 - Debtors		£	<input type="text"/>	,	<input type="text"/>	,	<input type="text"/>
A18 - Other current assets		£	<input type="text"/>	,	<input type="text"/>	,	<input type="text"/>
A19 - Liabilities payable within one year		£	<input type="text"/>	,	<input type="text"/>	,	<input type="text"/>
A20 - Net current assets (=A16 + A17 + A18 – A19)	+	£	<input type="text"/>	,	<input type="text"/>	,	<input type="text"/>
<hr/>							
A21 - Unrestricted funds (included in A22)	+	£	<input type="text"/>	,	<input type="text"/>	,	<input type="text"/>
A22 - Total Funds	+	£	<input type="text"/>	,	<input type="text"/>	,	<input type="text"/>

OTHER DETAILS

- A23 - Are the figures in section A from “consolidated” (“group”) accounts?
(see guidance notes for definition) Yes No
- A24 - Total number of paid staff
- A25 - Please indicate whether A24 is “headcount” (H) or “whole time equivalent” (W)

Section B - Questions about fundraising

The guidance notes help with this section. Check with the glossary for words in *italics*. All charities must answer questions B1, B2 and B4.

- B1 - Did the charity engage in *fundraising*? Yes No
- B2 - Did the charity use paid agencies for *fundraising*, or for donor recruitment? Yes No

Only answer question B3 if you answered yes to question B2

- B3 - Is all the money payable to such agencies in the year for work done included in the cost of generating voluntary funds in section A? Yes No

B4 must be answered

- B4 - Were you aware during the *accounting period* of any *fundraising* that was carried out in the charity’s name or for its benefit which was not authorised, solicited or encouraged by the charity? Yes No

Section C - The charity’s trustees

Check with the glossary for words in *italics*. All three questions must be answered.

- C1 - State the number of *charity trustees* serving at the period end date
- C2 - How many of these normally reside in Scotland?
(If a *charity trustee*’s main home is in Scotland he or she should be included in this number, even if he or she was away for much of the *accounting period*).
- C3 - How many of the *charity trustees* were paid a fee or a salary by the charity or by a *related body* whether this was for work undertaken as a charity trustee or not?

Section D - Payments to charity trustees

For sections D and E you should answer in respect of all *charity trustees* who served at any time during the *accounting period* and also include any persons, companies, or other bodies *connected* with them. Also in questions D1 - D6 of this section and all of Section E "the charity" includes any *related body*. Amounts in whole pounds please. Check the glossary for words in *italics*.

Please answer every question in this section. We may reissue this form if any items are left blank. Where the answer to any question in this section is nil/none, please enter "0". If such items have been omitted from the charity's accounts they should still be included here on the form.

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

D1 – In settlement of personal outlays including travel, meals, training, accommodation and telephone, incurred in any capacity (not just for main board attendance). Do not include payments made in respect of non-personal purchases made on behalf of the charity.

£ , ,

D2 – For professional services provided to the charity.

£ , ,

D3 – For any other work done for the charity including salaries, wages and honoraria *paid* to the *charity trustees* in C1.

£ , ,

D4 – For any other reason, excluding direct reimbursement for purchases, and items dealt with in Section E.

£ , ,

D5 – Does the *governing document* give authority for the payments made to *charity trustees* declared in questions D2 to D4?

Yes No N/A

(If payments have been declared in questions D2, D3, or D4 and you are marking No in D5, please provide a written explanation.

If no payments are declared in questions D2, D3 or D4 mark N/A - not applicable)

D6 – Please state the largest amount owed to the charity by any one *charity trustee* at any time in the year. (if not applicable enter "0")

£ , ,

Section E - Transactions with charity trustees

Please see the note at the beginning of Section D. *Property* is land or buildings, and assets such as vehicles and computers. **Please answer every question in this section. We will contact you about any items that are left blank. If nil/none, please put "0".**

E1 - The total the charity received for all *property* sold to *charity trustees* in the *accounting period*.

£ , ,

E2 - The approximate total value of *property* given to *charity trustees* during the *accounting period*.

£ , ,

E3 - The total the charity *paid* for all *property* purchased from *charity trustees* during the *accounting period*.

£ , ,

E4 - Was all *property* bought from, or sold to, *charity trustees* advertised and sold on the open market?

Yes No N/A

E5 - The total amount *paid* to any *charity trustee* during the *accounting period* in respect of occupation of any land or buildings belonging to the *charity trustee*.

£ , ,

E6 - Have any services, including the use of land, buildings or motor vehicles, been made available during the *accounting period* by the charity to one or more *charity trustees* (other than as one of the charity's beneficiaries)? If this service is a part of a contract of employment, please mark No. If Yes, please provide a written explanation.

Yes No

Section F - Dealings with Connected Trading Companies

If you have stated in the Annual Return, question 12, that the charity has no *connected trading companies*, do not complete this section of the form.

F1 - Did the charity at any time in the period have money loaned to a *connected trading company*?

Yes No

If yes, please answer questions F2 - F8. If no, go to F9.

F2 - Give the total of all loans owed to the charity by *connected trading companies* at the end of the *accounting period*.

£ , ,

F3 - Were all the loans *secured*?

Yes No

F4 - Did the *connected trading companies* pay interest at commercial rates on all the loans?

Yes No

F5 - Were all the loans covered by specific formal loan agreements which included repayment terms?

Yes No

F6 - Was any money originally loaned to a *connected trading company* converted to share capital?

Yes No

F7 - Was any money originally loaned to a *connected trading company* written off?

Yes No

F8 - Was any money originally loaned to a *connected trading company* the subject of a full or partial provision for non-repayment in the charity's accounts?

Yes No

F9 - State the total amount owed at the end of the *accounting period* to the charity from *connected trading companies* **excluding** loans.

£ , ,

F10 - Total turnover (income) of all *connected trading companies*.

£ , ,

F11 - Overall net total profit (+) or loss (-) on ordinary activities before donations to the charity and taxation.

+ £ , ,

F12 - Total net income in the charity's accounts transferred from *connected trading companies*.

£ , ,

DECLARATION

The declaration signed by a charity trustee on page 5 also refers to the Supplementary Monitoring Return.