

Annual Return Form

Section A – to be completed by all charities

Charity number and name	
SC000000 Charity Legal Name	
About this form	
You must return this form by	Date <input type="text"/>
Contacting us	
If you would like help or support to fill out this form, please get in touch or visit the website.	
By phone:	01382 220446
By email:	info@oscr.org.uk
Online help:	www.oscr.org.uk
Charity contact information	
Is your contact address a principal office address or the address of a charity trustee?	
Principal office address	Charity trustee address <input type="checkbox"/>
<p>! If you tell us the address is a charity trustee address, we must publish the contact name and address you provide. This is unless there are exceptional circumstances where publishing the information could put premises or persons at risk.</p> <p>Please tell us about any changes to the details below.</p>	
Current contact details	New or amended details
Title <input type="checkbox"/>	
Forename <input type="checkbox"/>	
Surname <input type="checkbox"/>	
Suffix <input type="checkbox"/>	
Position	
Address <input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
Postcode <input type="checkbox"/>	
Telephone	
E-mail	
Alternative email	
<p>R This information will always be publicly available on the Scottish Charity Register.</p>	

Accounting period**Accounting period end date** R **Date**

If the accounting period end date is not correct, please contact us.

Gross income and expenditure

Please enter whole pounds only. Income and expenditure refers to the accounting period above.

Gross income R £ , , . **0** **0**

This is the total income from the Statement of Financial Activities if your charity is preparing accrued accounts OR total receipts if your charity prepares receipts and payments accounts. Receipt of any donated asset within a permanent or expendable endowment fund should be excluded.

Gross expenditure R £ , , . **0** **0**

This is the total expenditure from the Statement of Financial Activities if preparing accrued accounts OR total payments if your charity is preparing receipts and payments accounts.

Charitable activity

Your charity's purpose is stated on the charity's entry on the Scottish Charity Register. In order to achieve the charity's purpose as stated on the Scottish Charity Register, does your charity do any of the following? Please tick all that apply.

Provide grants or donations to others	<input type="checkbox"/>	Deliver services	<input type="checkbox"/>
Undertake religious activities	<input type="checkbox"/>	Campaign	<input type="checkbox"/>
Provide facilities	<input type="checkbox"/>	None of the above	<input type="checkbox"/>

Other – please provide a brief explanation in the box below

Income from investments

Does your charity receive income from investments (excluding bank interest but including income from stocks, shares, bonds etc)?

Yes No **Data protection**

OSCR is a registered data controller in terms of the Data Protection Act 1998. Any information you give us will be held securely and in accordance with the rules on Data Protection. OSCR processes information only in accordance with its statutory regulatory functions under the Charities and Trustee Investment (Scotland) Act 2005, and to inform research into the charity sector in Scotland. Information may be shared with other regulatory bodies including HMRC, and selected information will appear on the Scottish Charity Register. Further information about data protection is available on the OSCR website.

Declaration**You may be committing an offence if you give an answer that you know is untrue or misleading.**

I certify that the information entered in this form is correct to the best of my knowledge. I confirm that the information entered has been approved by the charity trustees and I am authorised to submit this information.

Signed **Date** D D M M Y Y Y Y**Print Name** **Designation**

Section B – only to be completed by charities with income of £25,000 and more

B1 Governing document

When did the charity trustees last look at and consider the content of the charity's governing document?

Please tick one box

In the last 12 months	<input type="checkbox"/>	Have never done this	<input type="checkbox"/>
Between 1 and 3 years ago	<input type="checkbox"/>	We do not know what our governing document is	<input type="checkbox"/>
Longer than 3 years ago	<input type="checkbox"/>	We do not have a copy of our governing document	<input type="checkbox"/>

B2 Number of trustees

In the last financial year, did your charity operate with the minimum number of charity trustees required by your charity's governing document?

Please tick one box

Yes	<input type="checkbox"/>	We don't know what our governing document requires	<input type="checkbox"/>
No	<input type="checkbox"/>		<input type="checkbox"/>

B3 Internal control procedures

Does your charity have the following procedures in place?

Please select all that apply

Trustees are provided with information about the financial performance of the charity at least every 6 months	<input type="checkbox"/>	Funds are banked without deduction of expenses	<input type="checkbox"/>
Cheque books are kept in a secure place with access only by nominated persons	<input type="checkbox"/>	Where the charity employs staff, statutory deductions (tax and NIC) are made from employees' wages and regularly paid to HMRC	<input type="checkbox"/>
More than one person authorises significant payments or expenditure	<input type="checkbox"/>		<input type="checkbox"/>

B4 Payments and benefits to charity trustees

Did any:

(i) Charity trustee

or

(ii) Any person or organisation connected to a charity trustee receive any payment or benefit from the charity in the last financial year?

Yes

No

If yes, please provide the following information in the box below:

- Names of all persons/organisations who received a benefit
- The total money or benefit, paid or provided to them during the year
- How many charity trustees received a payment or benefit or were connected to this person/organisation?

B5 Charity structure

Is your charity part of a group either as a parent or a subsidiary?

Yes

No

If you have answered yes, please tell us in the box below if your charity prepares consolidated accounts as a parent organisation with a subsidiary or if your charity is included as a subsidiary in the consolidated accounts of another body.

B6 Significant sources of funding

Did your charity receive 20% or more of its income from a person or organisation connected to a charity trustee in the last financial year?

Yes

No

If you have answered yes, please explain in the box below what was received and where it came from

