



Charity and not-for-profit

## Business advisory services

**Providing the skills and experience you need to fulfil your charity reporting requirements.**

### How we can help

As a charity we understand you operate within a dynamic, competitive and highly regulated environment. We recognise that your time is valuable to you and we specialise in helping charities maintain a financially sound organisation by providing a variety of business advisory services.

We can assist you in setting up your charity and obtaining charitable status with the Charity Commission, maintain your accounting records, prepare the statutory accounts and submit the accounts to the Charity Commission and, if your charity is incorporated, file your accounts with Companies House.

### Maintaining the charity's accounting records

As a charity you must keep accounting records, and prepare annual accounts which must be available to the public on request. These accounting records must be retained for at least six years, or at least three years for charitable companies which have not made any gift aid claims. We can maintain your accounting records for you or assist you by recommending the most appropriate systems to use for the size of your charity.

### Preparation of the charity's annual accounts

We can prepare the statutory accounts from your accounting records ensuring that they meet all disclosure requirements. For accounting periods starting on or after 1 January 2015, the Charities 2005 SORP, has been replaced by SORP 2015. We can work with you to ensure that the transition between the SORPs is as smooth as possible and guide you through all relevant changes in legislation.

### Charity accounting reporting requirements

In most cases, if your charity's gross annual income exceeds £1m, your annual accounts will require an audit and if your annual gross income is between £25,000 and £1m, an independent examination is required provided the charity's governing document, such as the trust deed, does not stipulate that an audit must be carried out. We can advise you on your charity's reporting requirements and the options available to you.

For all charities whose annual income exceeds £25,000, an Annual Report (often referred to as the Trustees' Report) is required to be filed with the accounts. We can give you guidance on the format of the Report and help you with its preparation.

If your charity's annual income exceeds £25,000 you are required to file the charity's accounts and Annual Report with the Charity Commission within ten months after the end of the accounting period. If the charity is incorporated, the annual accounts must also be filed at Companies House within nine months after the end of the accounting period.

We will carry out all necessary work in a timely and cost-effective manner, ensuring all deadlines are met, and file your accounts, including your Annual Report and audit or independent examiner's report if required, on your behalf if you would like us to do so.

### Meeting other charity commission requirements

Trustees of all charities, regardless of size, are required by law to keep the charity's details held by the Charity Commission up-to-date. If your charity's income exceeds



We have the relevant expertise to help you overcome challenges and exploit the opportunities available to you.



£10,000 or you are a charitable incorporated organisation, you must complete an annual return within ten months after the end of each financial reporting period. As completion of the annual return enables you to meet the legal obligation to keep the charity's registered details up-to-date, if your charity's income is less than £10,000 you can choose to complete an annual return to meet this requirement.

We can prepare the Annual Return for you and send it to you for your review and approval. We are also able to file the Return with the Charity Commission on your behalf if instructed to do so.

### Other services

The following list outlines some of the additional services we provide for our charity and not-for-profit clients:

- Preparation of monthly/quarterly management accounts
- Making gift aid claims on behalf of the charity
- VAT – we can help you take advantage of the various VAT concessions available to charities
- Payroll – calculation, payment and compliance.

### About UHY Hacker Young

The UHY Hacker Young Group is an ambitious and growing Top 15 Group of UK chartered accountants. We have more than 110 partners who operate from 22 locations across the UK, with our main technical centres in London and Manchester – and we are growing.

### Why us?

We care about giving the best service and the best advice to our clients and will put together a team to service your needs in a co-ordinated, proactive and cost-effective manner.

The dynamic, competitive and highly regulated environment you operate in presents a number of unique challenges. Our national charity and not-for-profit team has a genuine understanding of the sector and the relevant expertise to help you overcome its challenges and exploit the opportunities available to you.

We have decades of experience supporting clients in your sector, and helping them deal with the various financial aspects related to the sector. Our clients include a wide range of charity and not-for-profit organisations, from local charities of varying sizes to major national organisations.

### The next step

For further information, or to arrange a meeting to discuss your specific requirements, please contact your local UHY adviser.

Alternatively visit our website for more information at [www.uhy-uk.com/charities](http://www.uhy-uk.com/charities).

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