

Annual Report for Charities

This form must be submitted annually by every registered charity. ***The due date is within six months after the end of the charity's financial year end (i.e. the annual report for a charity with a 31 December year end is due by 30 June the following year).*** The annual report must be accompanied by comparative financial statements for the year being reported. The type of financial report that is required is based on the annual income of your charity for the current reporting year. Refer to Regulation 9(2) of the [Charities Regulations 2014](#) or our website at [Register a Charity | Government of Bermuda](#) for further details.

Guidance on form fields

Box 1 – Name of Charity: The name of your charity as it appears on your licence.

Box 2 – Phone Number: The primary contact number for your charity.

Box 3 – Email address: The email of the primary contact for your charity. If your charity has a general email this may also be used.

Box 4 – Address: The premises of your charity, or if there is no formal premises then the main address from where the charity is managed.

Box 5 – Mailing Address: If there is a different mailing address, such as a P.O. Box, list it here. Otherwise leave blank.

Box 6 – Registered Charity Number: This can be found on your Certificate of Registration.

Box 7 – Registration Expiry Date: This can be found on your Certificate of Registration. If your charity registration is indefinite, put N/A.

Box 8 – Financial Year: The start and end dates for the financial year of this report (e.g. 1 July 20xx – 30 June 20xx).

Box 9 – Has this report been submitted within 6 months of the charity's financial year end? – Yes or No

Box 10 – Registered Company details: If your charity is also a registered company list your company details here, otherwise put N/A.

Box 11 – Trading Subsidiary: If your charity uses a trading subsidiary list the details here, otherwise put N/A.

Box 12 – Trade Name: If your charity uses a trading name different from the name on your Certificate of Registration, otherwise put N/A.

Box 13 – Charitable Purposes: Tick a box for only one primary and (optionally) only one secondary purpose. These must be the same selections that were made when the charity was first registered unless changes have been approved. **Any changes to charitable purposes must have prior consent from the Registrar General (RG) per regulation 7(4) of the Charities Regulations 2014.**

Box 14 - General Obligations:

a) and b) – Vulnerable Persons:

If your charity deals with vulnerable persons you must have a policy in place and you must confirm that you have complied with the RG's Vulnerable Persons Policy (refer [here](#)) which includes establishing your own internal policy.

c) – Financial Crime Risk Management:

Regulations 14A-14E of the [Charities Regulations 2014](#) set out the requirements charities have for financial crime prevention and risk management. Here you must confirm that your charity has taken steps to establish systems and controls to detect and prevent financial crime, proportional to your charity's risk. You can refer to Parts B and C of our [Guidance Notes on the Charities Regulations 2014](#) for more details.

d) – Changes to Charity Particulars:

Section 17(10) of the [Charities Act 2014](#) states that charities must advise the RG of any material changes to their trustees, address or other information that forms part of the official charity register within 30 days of the change. They must also, as soon as practical, advise the RG of any changes made to their governance documents (i.e. the Constitution, Bye-Laws, Conflict of Interest policy, Code of Conduct, Arm's length policy, etc.). If any of these changes have been made during the reporting period and the RG has not been notified, you must provide an explanation.

e) to h) – Financial Statements

Financial statements must be supplied with each annual report. The format of the statements are set out in regulation

9 of the Charities Regulations 2014 or can be found on our website [here](#).

When audited financial statements are required but the audit is still in progress, state this in Box 15. Your draft unaudited financials or current management report **must** be included with your annual report along with your Auditor's engagement letter. Ensure all financial documents have the required two signatures. If the remainder of the annual report is complete your charity will be 'deemed compliant' and may continue its charitable operations until the audited accounts are submitted and reviewed.

i) – Payment of Annual Fees

Annual fees for charities are based on gross annual income as follows:

- \$50,000 or less - **\$110**
- \$50,001 to \$450,000 - **\$275**
- Over \$450,000 - **\$445**

j) – Re-confirming Constitutional Documents

Where there have been no changes to a charity's governance documents, they should ensure the RG receives a copy of these documents at least every 5 years so this can be confirmed. If you are unsure whether this has been re-confirmed within the last 5 years, please include a copy of these documents in your annual report.

Depending on how you answered these questions, you may be required to provide further details in Box 15.

Box 16: Primary Objectives and Main

Beneficiaries: The primary objectives should match the charitable purposes set out in your governance documents and should provide an overview of why your charity was established and what it is meant to accomplish. You must also identify the main beneficiaries, such as classes of individuals (e.g. children,

animals, the poor) or institutions that your charity supports.

Box 17: Public Benefit: Section 5 of the [Charities Act 2014](#) requires that charities meet the public benefit requirement to be classified as a charity. You must set out here how your charity confirms with this requirement. The RG has issued further guidelines on this in their “Guidance on Charitable Purposes and Public Benefit” which can be accessed [here](#).

Box 18: Annual Activities: You must provide a detailed description of the activities **during the current review period**. These include fundraising, projects and programmes your charity carried out. If your charity has created a separate annual report for your members and the public, you are encouraged to include a copy. Additionally, you can include your website, or social media links. You may also include any information here on any future projects you have planned.

Box 19: List of Trustees, Directors and principal Officers: This is a list of the names and titles of all charity trustees or directors as well as any principal officers (e.g. executive director, etc.) that are involved in the management of the charity.

Box 20: Due Diligence on Trustees, Directors and Principal Officers:

These questions assess the ongoing suitability of the individuals who manage the charity.

Depending on how you answered these questions, you may be required to provide further details in Box 21.

Box 22: Terrorist Financing Risk: Here is where you specify whether your charity is more highly exposed to the risk of terrorist financing. Specifically if your charity has received any funds from international donors or sends funds overseas to partners or beneficiaries,

you must advise us here and provide us with a copy of your ATF policies and procedures.

Depending on how you answered these questions, you may be required to provide further details in Box 23.

(NB – If your charity reports any international activity, you will be subject to a further review that will help to determine whether any additional measures should be put in place to help address your TF risk.)

Box 23: Further Details for Box 22

Answers: In addition to any information you may need to include, if you have reported any international activity, identify the amounts and jurisdictions from where funds were received or to where they were paid.

Box 24: Banking Information:

a) Banking Mandate

We must have an updated copy of the details of who can authorise financial transactions for your charity if they have changed during the reporting period. If there have been no changes to your signing authority, the details must be reconfirmed a minimum of every three years. If you are unsure, please provide a copy of the current bank mandate.

b) Local Bank Accounts

All charities must have a local Bermuda bank account. List the bank or banks your charity has an account with along with the types of account. DO NOT list your account numbers.

c) Foreign Bank Accounts

If your charity holds any foreign bank accounts, list the bank or banks here along with the types of account. DO NOT list your account numbers. You may be asked to provide further details on your foreign bank accounts.

Box 25: Know Your Donors: These questions demonstrate that your charity is able to identify its donors. They also determine whether there are any potential concerns arising from the kinds of donations your charity has received or if there have been any unusual conditions attached to any donations.

Depending on how you answered these questions, you may be required to provide further details in Box 26.

Box 27: Top 10 Donors: You need to identify your top 10 donors for the current reporting period here, or all donors if less than 10. If any of your donors have asked to remain anonymous, you may list them here as ‘Anonymous.’ However, you are still required to keep information on the identity of these donors and be able to provide them to the RG upon request.

Box 28: Know Your Partners: A partner is any third-party group that your charity engages with to assist you with carrying out your charitable activity. These questions ensure that your charity has measure in place to identify and monitor the partners you work with and to determine if there is any higher exposure to the risk of financial crimes due to the jurisdiction where the partner is located.

Depending on how you answered these questions, you may be required to provide further details in Box 29.

If your charity does not engage with any partners answer N/A to each question.

Box 30: Know Your Beneficiaries: These questions ensure your charity can demonstrate it is able to ensure funds paid to beneficiaries are used the way they are supposed to be and identify cases where beneficiaries may be located internationally, including in areas that are at risk of terrorist or criminal activity.

Depending on how you answered these questions, you may be required to provide further details in Box 31.

Box 32: Know Your Employees and Volunteers: These questions concern whether your charity engages volunteers and/or employees. Where your charity has paid employees you will need to confirm that you are current with all statutory financial obligations.

Depending on how you answered these questions, you may be required to provide further details in Box 33.

Box 34: Salary Ranges and Staff/Volunteer Numbers: In this section you will need to identify only the number of paid employees based on the range of their salaries as well as the total number of employees and volunteers. When reporting the salary ranges only provide the number of employees within each range. Do not list any job titles or names.

Any additional information that may be necessary can be put in Box 35.

Box 36: Contact Details for Trustees, Directors and Principal Officers: This section provides the RG with the addresses, phone numbers and emails of the charity trustees and any other officers that deal with the management of your charity.

This page will be separated from the rest of the annual report and kept on the RG’s internal file that is not subject to public inspection to protect personal data.