

Charities and Non Profit Organisations (NPOs)

Guidance for new Charity/NPO officials

*You may have received this guidance as you have recently registered a charity or NPO.
Please feel free to share this information with your co-charity officials.*

Introduction

This guidance has been put together to help Charity/NPO officials become familiar with certain requirements of the Charities and Non Profit Organisations (Registration) Guernsey Law, 2008 and the Guernsey Registry.

The Registry is always keen to receive feedback on its services so please do not hesitate to email enquiries@guernseyregistry.com with any questions or comments.

Mat Desforges, Registrar



Included in this guidance note:

Online Registers

Change of charity/NPO particulars

Accounts

Annual renewals

Governance and Risk

Intellectual Property Office updates

Opening Hours and Contact Details

Disclaimer

The purpose of this document is to provide information and guidance for Registry users.

However, the interpretation of the legislation is a matter on which the Guernsey Registry cannot advise and individuals will need to form their own view on compliance.

Independent legal advice is advised where there is any uncertainty.

View the Charity and NPO registers online

All Charities and Non Profit Organisations that are required to be registered and take money from the public are published on the Guernsey Registry website.

Publically available information includes the registered number, the name, business address and purpose of the Charity or NPO. There is also a link to a 'Register Statement' which details the contacts name and address and the names and titles of the Charity/NPO officers names.

Both registers can be viewed here:

<http://www.guernseyregistry.com/article/111910/View-the-Charities--NPO-Register> .

Change of Charity/NPO particulars

When a Charity or NPO is registered it provides details of the names of the persons who own, direct or control the activities of the organisation (Charity/NPO principals) along with the name of the Charity/NPO, business address, purpose etc.

These are known as the 'particulars' and are subject to change at annual general meetings and other times throughout the life of the Charity/NPO.

You are required to keep the Registry informed of any changes in particulars. The necessary forms can be found here:

<http://www.guernseyregistry.com/charitiesforms>

You will also need to remember to separately make the necessary changes to the company records if the Charity/NPO is a Guernsey registered company.

N.B Charity/NPO principals (who own, direct or control the activities of the organisation) also include directors, management committee officers and trustees.

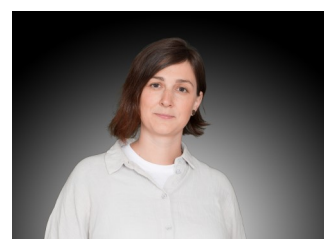
View the registers online
www.guernseyregistry.com

Don't forget to let the Registrar know when there are any changes to the details of your Charity/NPO .

Have principals changed after an AGM ?

Has the address changed following the appointment of a new chairman ?

Meet the team: Stella Harris, Senior Registry Officer



Annual renewal

Each year a Charity or NPO that is registered **MUST** complete and return an annual renewal submission. There is no charge for filing an annual renewal but there are penalties if you do not complete one (the Charity or NPO may be struck off the register).

Annual renewals must be submitted between 1 and 31 January each year.

Full details of the annual renewal process can be found here:

<http://www.guernseyregistry.com/article/113099/Annual-Renewal-Process>

Please remember—if your registered Charity/NPO is also a registered company **YOU MUST** complete both the Charity/NPO renewal **AND** the annual validation for the company.

Don't forget to complete **BOTH** the annual renewal and annual validation if your Charity/NPO is also a registered company.

When do you need to send in Charity/NPO accounts?

Charities/NPOs are not required to file accounts if the assets, funds and income are applied or used exclusively within the Bailiwick.

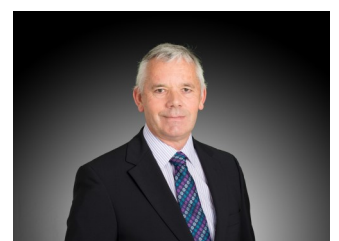
If the assets, funds and income are sent outside of the Bailiwick the Charity/NPO will be required to file accounts if it meets one of the following:

- The Charity/NPO has gross funds and assets of £100,000 or more, or
- The gross annual income of the Charity/NPO is £20,000 or more.

If the Charity/NPO is required to file accounts they will need to be submitted with the annual renewal between 1 and 31 January each year.

Do I need to file the latest accounts with my annual renewal ?

Meet the team: Dave Adams, Senior Registry Officer



Governance and Risk

It is important for the reputation of Guernsey that registered Charities and NPOs are run properly for the benefit of their intended beneficiaries.

Every Charity/NPO should review its constitution periodically to ensure that it is up to date.

A Charity should be run by more than one person who take responsibility and is accountable for controlling the Charity/NPO.

When receiving funds, each Charity/NPO should carefully consider the source of those funds. Is the Charity/NPO exposing itself to the risk of money laundering or other financial crimes? In much the same way, careful consideration should be given to where a Charity/NPO decides to spend its funds.

Specific information regarding money laundering and financial crime can be found on the Registry website:

<http://www.guernseyregistry.com/charities>

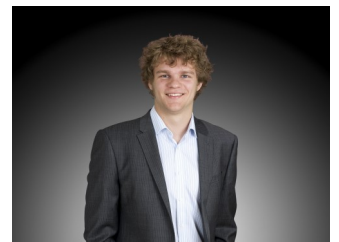
A large amount of information regarding governance, constitution and good practice can be found on the Association of Guernsey Charities website: <http://www.charity.org.gg>

Meet the team: Joe Le Page, Registry Manager

Do you know where your Charity/NPO funds come from ?

Do you regularly review your constitution documents ?

Do you know where you are sending your charitable donations?



Intellectual Property Office Updates

General

Guernsey has received confirmation from the World Intellectual Property Office that the Berne Convention for the Protection of Literary and Artistic Works has been extended to the Bailiwick.

The Convention offers signatory countries (currently 168) a minimum standard of copyright protection—this includes literary, dramatic, musical artistic works, films, broadcasts and typographical arrangements.

Trade Marks

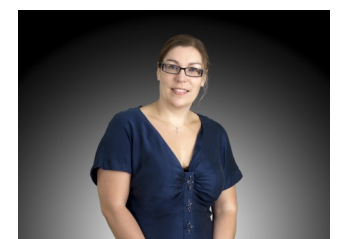
Have you thought about registering your Charity/NPO trade mark ? If you have invested time and money in developing a brand then serious consideration should be given to protecting your intellectual property. More information can be found in our 'What is a trademark, and why register?' guidance which can be found here: <http://ipo.guernseyregistry.com/article/5032/Trade-Marks-Guidance-Notes>

There is no charge to register your intellectual property in Guernsey for a registered Charity or NPO

Meet the team: Helen Gains, Deputy Registrar

Do you know what intellectual property you have in your Charity/ NPO?

The office has developed an introductory guide to intellectual property which can be found here: http://ipo.guernseyregistry.com/_generalipguidance



Office opening hours & contact details

Office opening hours:

9:30am - 4pm Monday to Friday (with the exception of Wednesday when the office opens at 10am due to staff training).

Telephone enquiries:

9:30am (10am on Wednesdays) - 5pm Monday to Friday.

Telephone: (+44) 01481 743800

Office address:

Market Building
PO Box 451
Fountain Street
St Peter Port
Guernsey
GY1 3GX
Channel Islands

Email: enquiries@guernseyregistry.com

Website: www.guernseyregistry.com

Online Services Portal: www.greg.gg (available 24/7)

Useful links:

Locate Guernsey -

Information to help businesses and individuals looking to relocate to Guernsey
www.locateguernsey.com

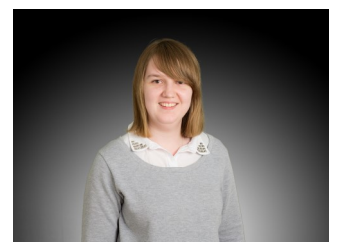
Startup Guernsey -

Information and advice on setting up a business in Guernsey
www.startup.gg

Digital Greenhouse -

Focused on growing Guernsey's digital and creative sectors and provides co-working space, meeting rooms and event hosting for digital/creative startups
www.digitalgreenhouse.gg

Meet the team: Rachel Renouf, Senior Registry Officer



Meet the team: Alison Le Page, Registry Officer



Last updated:

24/05/2019