

A Guide to the Registration of PCCs with the Charity Commission

(version 7 : January 2012)

This guide to Registration takes you through the process of registering your PCC with the Charity Commission using the On-Line Application for Registration (OLAR).

Before using this guidance, please check the Registration page of the Parish Resources website for any latest news or guidance on the process for registering PCCs. This can be found at:

www.parishresources.org.uk/registration.htm

Overview of what you will need to do

This Guide to Registration will guide you through the steps needed to register your PCC with the Charity Commission using their online applications system. You will therefore need to be able to access the internet to register. The five steps are:

1. **Preparation** - gathering the necessary data for registration
2. **Opening a User Account**
3. **Entering details about your PCC**, about what it does, and about the Trustees.
4. **Checking that the data is correct**, and then submitting it to the Charity Commission electronically.
5. Returning to the Commission a **signed Trustee Declaration**.

Contact Details for diocesan contact:

You may find it helpful to write down contact details for the person at your Diocesan Office who can help if you have queries with the process:

FREQUENTLY ASKED QUESTIONS

Before providing detailed guidance on the application form, the following may be helpful.

Q. Are all members of the PCC Charity Trustees?

A. Yes. All members of the PCC, whether co-opted, ex-officio or directly elected are Charity Trustees. This is nothing new, and members of all PCCs are trustees, whether or not their PCC is required to register with the Charity Commission. The Church of England, together with the Charity Commission, has produced a short booklet titled "Trusteeship - An Introduction for PCC Members".

Q. My PCC's income was over £100,000 last year, but it is normally much less than that. Do we have to register?

A. The Charities Act requires you to register, but you can apply to the Charity Commission for a determination that you need not do so (formally, that the basis year for determining whether you should register will be 2006 rather than 2007). The Commission has said that it is sympathetic to receiving such requests, and you can download a sample letter from the Parish Resources website. Your request is more likely to be granted if you can show the three previous years was less than £80,000 in each of these years, and explain why your income in the previous year was exceptional - usually as a result of receiving a legacy or a large grant.

Q. What constitutes income for the purposes of the threshold for registration?

A. Gross income is that presented in your last set of accounts. For accounts prepared on a receipts and payments basis gross income is the total receipts from all sources excluding the receipt of any endowment. For accounts prepared on an accruals basis gross income is the total incoming resources excluding the receipt of any endowment and including any amount transferred to income funds during the year from endowment funds in order to be available for spending.

Q. Our Church is an LEP. Can we use this process?

A. If you are a Single Congregation LEP, then there is specific guidance now available. Please see Bulletin 4 for details.

Q. What will we need to do differently ongoing?

A. Once a year you will need to return an Annual Information Return to the Charity Commission. You will need to add the fact that you are a registered charity to your letterhead, and you should send a copy of your registered charity status to your bank once you have received confirmation from the Commission.

Q. Where can we find guidance on this?

A. The Parish Resources website has a section titled "PCC as Charity". This provides specific resources to support PCCs as charities, both on the process for registration, and on a number of other issues.

Q. If I have difficulties during the registration process, where can I get help?

A. The first port of call should be your Diocesan Adviser on the registration of PCCs. If you have specific queries relating to other areas, you may need to consult your Diocesan Registrar.

STEP 1: Preparation

In this step you will need to gather:

- The last set of accounts for your PCC, including the Trustees' Report
- You will also need the following information for each member of your PCC, for the Trustee Declaration which all of them must sign:
 - name (first name and surname)
 - address
 - date of birth
 - any previous name, including any previous married name. If a PCC member has more than one previous name, you will need to know which was the name given at birth
 - whether the PCC member is a trustee of any other charity/ies
 - whether the PCC member or someone connected to him/her receives any private benefit from the charity (see below for further explanation. Your priest does not need to include his/her stipend as a private benefit here as he/she is not paid directly by the PCC.)
- When you collect this information, you should ensure that no PCC member is disqualified or barred from being a charity trustee. One easy way of collecting this information is to give a copy of pages 5 to 7 below (form and accompanying notes) to each PCC member.
- You may wish to complete the Trustee Declaration prior to beginning on your online application. If so, you can download it here: <http://www.charity-commission.gov.uk/Library/guidance/cc5ctext.pdf>. However, when you reach the 'submit' stage of your online registration application, you will see on your screen a link to 'Show Trustee Declaration.' If you click on that, you'll be able to download a Trustee Declaration form in which most of the details have been filled in for you based on the details you inputted online. You can simply print out that form, fill in any missing details, make sure all of your trustees (PCC members) sign it, scan it into your computer so that you have it in PDF form and then upload it as part of your online application.

Submission does not guarantee registration

Special Circumstances

Please tell us about any special circumstances regarding your application that you would like us to know about eg a critical date for a funding application by clicking this button.

[Special Circumstances](#)

Governing Document

You should have your governing document in an electronic PDF format and you can attach it now using this button.

[Attach](#)

5024951 - PCC of St Swithun's Submission

Submitting your application for charity registration

Now you have to attach your Governing Document and your Trustee Declaration as PDF files before you will be able to see the SUBMIT button at the bottom of this page.

If you would like help on how to create PDF files please click [here](#)

Please click the "Attach" button on the left under Attach your Documents here

Please also attach Proof of Income

Please click the link to see and **Print your Trustee Declaration**. [\(Show Trustee Declaration\)](#) Print your trustee declaration, save your application, and after your trustees have signed the form you can scan and attach it to the application (see left hand side, "Attach your Documents here").

If you find it easier you can download a [Trustee Declaration](#) here and the trustees can sign it before you submit the application.

We will send you an email that confirms that we have received your application. We will also send you a pdf file showing a summary of all of the information you have provided in the application.

Once you have submitted your application, you will not be able to amend or edit your application. If you have made a mistake you will need to email the Charity Commission and in the subject box of the email quote your reference number

Your application reference number is **5024951**. Please quote this in all correspondence.

NB As of March 2012, all charities must submit their supporting documentation electronically; the Commission no longer accepts documents by post. This means you'll need to have your PCC's latest accounts as a PDF as well as scanning in the signed Trustee Declaration form as a PDF. Someone in your congregation/someone you know should be able to help with this if you can't do it on your own computer.

You can save your application and resume where you left off at any time.

GUIDANCE ON COMPLETING THE TRUSTEE DECLARATION

1. PCCs do not have corporate Trustees and you should leave the first box blank.
2. Working with Children : You should tick box B.
3. Working with Vulnerable Adults : You should tick box E.
4. You should insert the total number of trustees in the box.
5. If not pre-populated, you should first print the names of each trustee. You then need to get each trustee to sign next to his/her printed name.

TRUSTEE DETAILS: Information Required

All PCC members should print their details on this form using BLOCK CAPITALS. Only the information in the box below will be shown on the Register of Charities.

<p>Title _____ All Christian or Personal Name(s) _____</p> <p>_____ Family Name or Surname _____</p> <p>Preferred name _____</p> <p>Please provide any Honours or Qualifications you wish to have shown on the Register of Trustees? _____</p> <p>Are you a trustee of any other charity or charities? (Yes/No) _____</p>

All of the following information will NOT be shown on the Register of Charities.

<p>Date of Birth : _____ / _____ / _____</p>
<p>If you have ever used any different names please give them here.</p> <p>Name used at birth : Title _____ Christian or Personal Name(s) _____</p> <p>_____ Family Name or Surname _____</p> <p>Other name used : Title _____ Christian or Personal Name(s) _____</p> <p>_____ Family Name or Surname _____</p>

<p>Current Address _____</p> <p>_____ Postcode _____</p> <p>Telephone Number _____</p>

<p>Please give brief details if you receive any Private Benefit (see notes for explanation)</p> <p>_____</p>

You may provide an e-mail address if you are willing for the Charity Commission to e-mail you with information and updates about trusteeship but you do not have to provide an email address.

E-mail Address (optional) _____

If you feel that you have good reason NOT to have your name published on the public Register of Charities, please explain why below. The Commission is not obliged to concur with a request for a waiver and will only normally do so in the interests of the safety of the individual concerned.

<p> </p>

Please return this form to the person responsible for registering your PCC

TRUSTEE DETAILS: some notes for PCC members

You are being asked to complete this form as a member of a PCC which is required to register with the Charity Commission. All PCC members are trustees (whether or not the PCC has to register). The Commission requires details of all trustees at registration.

Firstly, would you please read the paragraph in the box below, and check that you are eligible to become a trustee. If you are not eligible, please contact the person who is processing your registration with the Charity Commission.

Some people are disqualified by law from acting as charity trustees or nominees, including:

- anyone who has been convicted of an offence involving deception or dishonesty, unless the conviction is spent;
- anyone who is an undischarged bankrupt;
- anyone who has previously been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement; and
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986.

Assuming you are eligible, please complete the form and return it to the person who is managing the registration process for your PCC.

NOTES:

The Commission requires the following details in full for each trustee (PCC member):

- all of your personal names (also known as Christian or first or given names);
- all of your family names (also known as surnames);
- your date of birth; and
- your home address and postcode.
- your telephone number.

The Commission would also find it helpful if you can supply an email **although this is not a requirement**. This will be used to send updates that the Commission believes will be helpful to you.

If you wish, you may enter honours or qualifications that you would like to appear after your name, eg BA, OBE. You can also enter a preferred name, for example, Rob Clarkin instead of Mr Robert James Clarkin. This will be the name displayed on the Commission's website. If a preferred name is not given, your title (if supplied), full name and honours/qualifications (if supplied) will be used in that order.

Please note that unless a dispensation is granted, the trustees' names will appear on the public register of charities, which can be viewed on the Commission's website. Trustees' addresses and other personal details will **not** be made public.

Other names

The Charity Commission needs to know all previous and other current names that you have or use. This is required for the purposes of the checks the Commission makes on trustees. They will not keep a permanent record of 'other names' and other names will not be displayed to the public.

Other Charities

Once your PCC is registered as a charity, the names of all members of the PCC (trustees) will be listed under the PCC's entry in the Register of Charities. The

Register also indicates which other charities a person is trustee of if he/she is trustee of more than one charity. To see how this looks, search for any charity in the Register of Charities at www.charitycommission.gov.uk, then click on 'Contacts and Trustees,'

Private Benefits

The Charity Commission requires that if any trustee, or anyone connected to a trustee (see below for definition of 'connected'), receives a private benefit from the charity, the charity has taken steps to ensure that the benefit is necessary and is not excessive, and that any conflict of interest arising is managed properly.

For example, it is legitimate for a trustee to receive payment for mowing the grass in the churchyard but the trustee should not take part in any discussion as to how much he/she should be paid for the mowing. A PCC may pay an audit fee to a firm of accountants for performing the annual audit, but if that firm of accountants is run by the wife of a member of the PCC, the PCC member should not take part in the decision to appoint that firm of accountants. It is legitimate for a PCC to make a grant to support the mission work of a trustee's son or daughter overseas, but the trustee should declare an interest and abstain from the discussion and decision.

Note that whilst trustees may receive payments for performing services, the trustees may not be employed by the PCC. Moreover, they may only be paid for services over and above their responsibilities as trustees. Trustees must not be remunerated for carrying out their everyday responsibilities as trustees (although legitimate expenses can be reimbursed).

A 'connected person' is defined as:

- 1) a trustee's child, stepchild, parent, grandchild, grandparent, brother or sister;
- 2) the spouse or civil partner of the trustee or any of those listed in 1 above;
- 3) a person carrying out business in partnership with the trustee or any of those listed in 1 and 2 above;
- 4) any institution which is controlled either by the trustee or any of the persons listed above, whether individually or together ('control' for this purpose meaning the ability to secure that the affairs of the institution are conducted in accordance with their wishes);
- 5) a body corporate in which any of the persons mentioned above has a substantial interest, whether individually or together ('substantial interest' for this purpose involving a) owning shares that have a nominal value of more than one-fifth of the share capital or b) the ability to control the exercise of more than one-fifth of the voting power at any general meeting).

For more information, see:

<http://www.parishresources.org.uk/charity/remunerationguidance.pdf>

The Charity Commission also offers guidance: [*A guide to Conflicts of Interest for Charity Trustees*](#)

STEP 2: Opening a User Account

From the internet go to:

<https://www.charitycommission.gov.uk/officeforms/OLARPortal.ofml>

This will take you to the screen below:

CHARITY COMMISSION Online application for charity registration

Online Application

Apply to register a new charity

Continue with an application you have started

Amend contacts for application

Other Services

Contact us

Back to Main Website

Welcome to Online application for charity registration

From here you can apply to register a new charity online.

Currently you can only use this online service if your organisation:

- has an [approved governing document](#) which contains agreed objects and administrative provisions;
- has a gross income of more than £5,000 per year;
- is governed by the laws of England and Wales;
- is not an [exempt or excepted body](#).

You must have access to a current Email address to use Online Application for Charity Registration. If you have not already opened an account you may open a new account by clicking the "Enter this service" button on the right of this screen and clicking on the "Apply for an account" button on the next screen. Once you have done this, your secure password will be sent directly to your Email address.

Please read our guidance [Things to think about before setting up a charity before completing an application](#).

[For information about using this service, click here.](#)

Click here to open a user account or log on to one you have opened already.

Enter this service

Currently not logged

Charity Commission - Online application for charity registration

You might like to read more about using the online registration service, including details of how to get a larger font size, and how to navigate around the forms. To access this, click on the "For information about using this service" link.

To register your PCC with the Commission, you will need to create a user account. To do this, click the "Enter this service" button on the right hand side. This takes you to the screen below. The first time you use this service, you will need to apply for an account by clicking the button in the middle.

CHARITY COMMISSION Online application for charity registration

Log On

Please enter your details to log on to the system.

Your email address

Password

Log On

If you do not already have a user account for Online application for charity registration you may open one by clicking the "Apply for an account" button below.

Apply for an account

Please use this button when you have forgotten your password. Please note that by clicking this button and entering your email address we will issue a completely new password for the email address you give us and your old password will no longer be valid.

Issue a new password

Cancel

This will take you through to a screen which asks for your e-mail address. Enter your e-mail in the box provided and click OK.

A new screen should appear which will confirm that your user account has been successfully created, and that a password has been mailed to the email address you supplied. Clicking “OK” will take you back to the entry screen.

When the password arrives, you can again click “enter this service”, but this time select the top option on the Log On screen. Enter the e-mail address that you supplied previously, and then the password that you have been sent. You can copy and paste this to avoid risks of miskeying. Then click “log on”.

You will be taken back to the original screen, but you can now see the top right has changed to show that you are logged in with your e-mail address as the user name.

To move onto Step Two, and start entering details for your PCC, click the button on the left “Apply to register a new charity.”

STEP 3a : Entering initial details for your PCC

You have now started the process of entering the data that will be used for registration for your PCC.

SCREEN ONE : Contact Details for the Application

Add contact for this application

Personal Details

Click here if the contact is an organisation	<input type="button" value="Organisation"/>	
Title:	<input type="text" value="MRS"/>	*
If 'OTHER' please specify title:	<input type="text"/>	
Personal Name(s):	<input type="text" value="Jane"/>	*
Family Name:	<input type="text" value="Smith"/>	*
Honours and Qualifications:	<input type="text"/>	

You begin by entering the details of the individual who will be the contact for the process of registering the PCC with the Charity Commission - you! Ignore the line 'Click here if the contact is an organisation.'

You should enter your title, by clicking on the down arrow and selecting the appropriate title. If the title is "Other", enter it in the box below.

Then enter your Personal (Christian) Name(s), and your Family Name (Surname) in the box below. You can also enter any Honours or qualifications as they appear after your name, if you so wish.

Contact Details

Preferred Name (will be created from data above if not entered):	<input type="text"/>	
Click here if the contact address is not in the UK:	<input type="button" value="Non-UK Address"/>	
Post Code:	<input type="text" value="AA12 3BB"/>	<input type="button" value="Select Address"/> *
Address Line 1:	<input type="text" value="1 High Street"/>	*
Address Line 2:	<input type="text" value="ANYTOWN"/>	*
Address Line 3:	<input type="text" value="County"/>	
Address Line 4:	<input type="text"/>	
Address Line 5:	<input type="text"/>	
Telephone Number:	<input type="text" value="01234 567890"/>	*
Alternative Telephone Number:	<input type="text"/>	
Email Address:	<input type="text" value="jane.smith@stemilions.org.uk"/>	

The Preferred Name will be created by taking title, Christian name and Surname. If you wish you may enter an alternative name here.

To enter the Application Contact's address, enter the postcode and click on the "Select Address" button. You should then select the right address from those offered. If the correct address does not appear, you can type the data into the address fields below. Enter your telephone number(s), and your e-mail address.

Click on SAVE to continue onto [Screen Two](#)

SCREEN 2: Organisation Name

The screenshot shows a web browser window displaying the Charity Commission's online application for charity registration. The page title is "Your organisation - Microsoft Internet Explorer provided by Tiscali". The URL is "https://www.charitycommission.gov.uk/OnlineRegistration/Registration/YourOrganisation/AddOrganisation.aspx". The page features a yellow header with the text "Online application for charity registration Your organisation". Below the header, there are links for "Using this System", "Registration Home", and "Log off". A central form titled "Enter your organisation name and date of governing document" contains two main input fields: "Organisation Name" and "Date governing document came into effect". The "Date" field is split into three dropdown menus for Day, Month, and Year. There are "Save" and "Cancel" buttons at the bottom of the form. A sidebar on the left contains a box with the text "What is the organisation you wish to register?".

The first screen asks for two pieces of information :

The Main Name should be "The Parochial Church Council of the Ecclesiastical Parish of" You should fill in the name of the ecclesiastical parish, and not the benefice. This will normally be dedication and geographical location e.g. The Parochial Church Council of the Ecclesiastical Parish of St Emilion, Anytown. If there is likely to be confusion over uniqueness you should enter the Diocese name at the end of the name. You should check with Crockfords to see if this is likely to be the case, bearing in mind that PCCs of parishes in the Church in Wales will also need to register.

If you are unclear as to the correct name for your parish, you should contact your Diocesan Office, asking to speak to the Secretary to the Pastoral and Mission Committee.

Date Governing Document came into effect :

If your parish has been formed since 1957, you should enter the date that your parish was formed.

Otherwise, you should enter the date that the PCC Powers Measure came into effect : 2nd January 1957, entered as 02 01 1957. This has been agreed with the Charity Commission.

Click on SAVE to move onto [Screen Three](#).

SCREEN THREE : Eligibility for Registration

The Eligibility for Registration screen asks three questions. PCCs who are registering should answer as follows :

- **YES.** It is governed by the laws of England and Wales.
- **YES** It is not exempt or excepted from the requirements to register and it has a gross annual income of more than £5,000 per year. PCCs with incomes over £100,000 were previously excepted from the requirement to register, but now need to do so. If your income is less than £100,000 you are still excepted from the requirement to register with the Commission. In this case you should enter No, and you are not able to register with the Commission at this time.
- **YES** It was previously excepted and has an income of £100,000.

Click on SAVE to move onto [Screen Four](#).

SCREEN FOUR : Governing Document 1

This screen asks what type of Governing Document the organisation has.

Charities can be governed by a range of documents. Charitable companies have a Memorandum and Articles, Charitable Trusts have a Trust Deed, Community Associations will have a Constitution and so on.

PCCs have two Approved Governing Documents :

- the Parochial Church Councils (Powers) Measure 1956 as amended
- the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended)

These are both Church of England Measures (pieces of legislation), and therefore you should click “**Act of Parliament or Measure**” and then click on Save to move onto [Screen Five](#).

SCREEN FIVE : Governing Document 2

This screen simply asks whether you have adopted an Approved Governing Document. The two Approved Governing Documents apply automatically to all PCCs as they are legislation, and therefore your PCC needs to do nothing to adopt these as their governing documents.

You should simply click the “**YES**” button.

When you do so, two other menu items appear.

You need to select **Church of England** from the drop down box that appears.

Adopting an approved governing document ⓘ

Have you adopted an approved governing document? Yes No *

What is the name of the body that issued the approved governing document? *

Have you changed objects, trustee remuneration, dissolution clause or power of amendment? Yes No *

To the question “Have you changed objects, trustee remuneration, dissolution clause or power of amendment?” you should answer “No”. Since the governing documents are pieces of legislation approved by General Synod, there is no possibility of individual PCCs amending the wording of any of this.

Click on Save to move on.

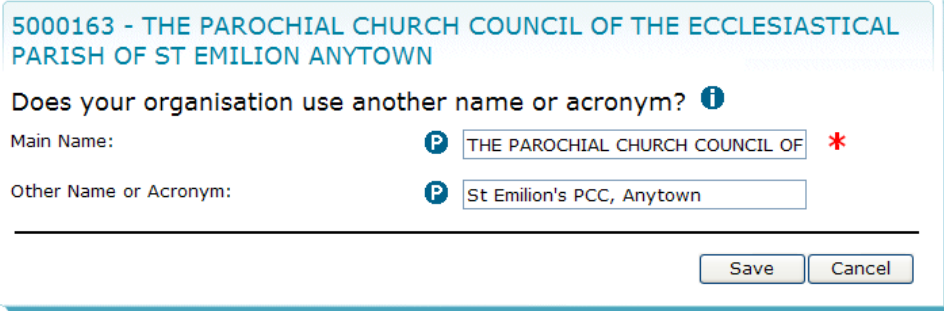
STEP 3b : Entering details of your PCC.

SCREEN SIX : What you need to do now

You should now have been taken to a generic screen which provides you with a reference number for your application, and outlines the next three steps which will submit all of the details that the Commission needs to register the PCC. After these three steps, you will have the opportunity to review and print the data you have entered before submitting it to the Commission electronically.

Click “Next” to move on to submitting details about the PCC.

SCREEN SEVEN : What you need to do now



5000163 - THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST EMILION ANYTOWN

Does your organisation use another name or acronym? ⓘ

Main Name: *

Other Name or Acronym:

The Main Name will have been brought forward from the name submitted at the beginning of the process.

You are also advised to enter another shorter or working name for the PCC. This might include dedication of the church. The working name of the PCC should still differentiate it from the PCCs of other parishes with the same dedication, such that the PCC can be identified uniquely; for example. “Anytown St Emilion’s PCC” or “St Emilion’s PCC, Anytown”.

Click “Next” to move on to [Screen Eight](#).

SCREEN EIGHT : A Public Address

The organisation's public address i *

Click here if the public address is not in the UK.

Non-UK Address

Post Code:

P

AA12 3BG

Select Address

*

Address Line 1

The Parish Office

*

Address Line 2

Church Road

*

Address Line 3

Anytown

Address Line 4

COUNTY

Address Line 5

Is this the address from which the organisation operates?

Yes No

*

Previous

Next

The PCC needs to provide a public address, so that members of the public, interested parties and the Charity Commission may contact the organisation.

The address needs to be one with a valid post code, and the facility to receive mail! This will exclude some church buildings.

A parish office is probably the ideal address where one exists. If there is no parish office, then the address of the incumbent or PCC Secretary should be provided.

Finally answer the question as to whether this is the address from which the organisation operates (“yes” in the case of the Parish Office, and “no” in the case of the PCC Secretary. If you have provided the incumbent’s address there either “yes” or “no” could be justified. The question is not a material one.)

Click “Next” to move onto [Screen Nine](#).

SCREEN NINE : A Public Address

The organisation's web and email addresses i

Email for public display:

P

info@stemilions.org.uk

Email address for Commission use:

Please give an email address we should use to contact your organisation, for example when sending the password to access online services. It can be the same as the public email address.

Email for Commission use:

jane.smith@stemilions.org.uk

*

Organisation's web site address:

If we decide we can register your organisation we will provide a link to your website from your entry on the public Register of Charities.

Organisation's website address:

P

www.stemilions.org.uk

Previous

Next

Screen nine asks for e-mail and web addresses. When you have provided these, click “Next” to move onto [Screen Ten](#).

SCREEN TEN : Finance and Funding

Finance and funding

Has your organisation existed for more than one year and have accounts been published? Yes No *

Please provide the gross annual income as recorded in your accounts in the box below.
(Please do not use commas or spaces. Please insert numbers only)

Gross income £  *

Next financial year end date  *

How has your organisation raised its funds and/or how does it intend to do so in the future?

The primary source of funds is the giving of Church Members, which together with Gift Aid recovered accounts for roughly two thirds of income. This is either through planned giving, collections in church or other donations.
Additional regular sources of income are fees for weddings and funerals, fundraising income from events, and interest on reserves.
Whilst there are no known large repair projects, the PCC would be likely to seek specific donations and grant funding for such projects.

Do you intend to use professional fundraising consultants? Yes No *

The questions on this screen are largely self-explanatory. You will need your last set of accounts to answer the question on gross income. This should be the figure at the bottom of your accounts excluding any income received for endowment, or any revaluation of assets.

All parishes have the same financial year-end date of 31st December.

On the following page, you will need to enter the sort code, account number and account name of your main bank account. These details will not be visible to the public.

Click “Next” to move onto [Screen Eleven](#).

SCREEN ELEVEN :

Screen eleven simply confirms that details about the PCC have been successfully entered. You should see a green tick to the right of the top box on the diagram.

Click “Next” to move onto [Screen Twelve](#).

SCREEN TWELVE :

Before moving onto the next step, the information you have entered is provided in a summary screen. You can edit this if necessary, by clicking the “Edit” button below the relevant section.

When you are ready, click “Next” to move onto [Screen Thirteen](#).

STEP 3c : Entering details of what the PCC does.

SCREEN THIRTEEN : Your PCC's Objects

Screen Thirteen simply confirms that the PCC is a part of the Church of England, and extracts the pertinent objects from the PCC Powers Measure.

As already mentioned, the PCC does not have the power to change these objects, and you should simply click on the box at the bottom right to confirm that these objects apply to your PCC.

SCREEN FOURTEEN : Your PCC's Activities and Public Benefit

Screen Fourteen has one box which allows for 5000 characters to present your PCC's activities. These should be its charitable activities, rather than fundraising ones.

Some of the activities quoted might include:

- Regular public worship open to all.
- The provision of sacred space for personal prayer and contemplation.
- Pastoral work, including visiting the sick and the bereaved.
- Teaching of Christianity through sermons, courses and small groups
- Taking of religious assemblies in schools.
- The provision of a youth club with a Christian ethos.
- Promotion of Christianity through the staging of events and meetings, and the distribution of literature.
- Promoting the whole mission of the Church through provision of activities for senior citizens, parents and toddlers and other special need groups.
- Supporting other charities in the UK and overseas.

There will clearly be much variation locally as to the activities that your PCC engages in. However, you should be confident in the public benefit provided by traditional activities that PCCs have engaged in, such as the provision of public worship, teaching, evangelism and pastoral work.

It is recommended that you select from the above statements as they apply to your church. The Commission has confirmed that a combination of these will be sufficient to demonstrate public benefit in the way that the law requires.

What constitutes charitable status (and public benefit in particular) is a complex area of the law and has developed from decisions of the courts and the Commission. We recommend that you do not unnecessarily add to the list of activities unless you are engaged in a major sphere of activity that is not covered by the above.

If your church is engaged in a major area of activity that you do not feel is covered in the above list then please:

- read in full the material on the Commission's web-site relating to guidance on the public benefit requirement for charities that advance religion; and
- discuss the matter with your Diocesan Registrar.

In the next box on this screen you are required to enter the public benefits of your objects. We suggest that you write something along the lines of the following:

The PCC's charitable objects ('Promoting in the ecclesiastical parish the whole mission of the Church') equate to the advancement of religion, which is recognised as a charitable purpose having public benefit. All regular public worship is provided free of charge and open to all.

In addition, the PCC's activities as listed above have further public benefits; for example, teaching and taking assemblies offer advancement of education which is recognised as a charitable purpose having public benefit. Donations to other charities and our own projects provide public benefits in the relief of poverty and need, often for minority groups with particular needs such as the elderly.

Any member of the public may take part in Church of England activities and services so benefits are to the whole public.

When you have completed this box with up to 5000 characters, you should click "Next" to move on.

SCREEN FIFTEEN : More detail on what your PCC does

Screen Fifteen asks you to identify some details of:

What the PCC Does?

to which you should answer 108 Religious Activities

Who the PCC helps?

to which you should answer 207 The General Public/Mankind

How the PCC operates?

to which you should answer some or all of 302 Makes grants to organisations, (assuming that you have some external giving to other charities). 305 Provides buildings/ facilities/open space, 306 Provides services (although these do not mean worship services) and 310 Other (where you will have to spell out the activities that you do.)

These classifications are only for reference on the Charity Commission's database, and are not for use by the Commission in considering the application.

Click "Next" to move on to [Screen Sixteen](#)

SCREEN SIXTEEN :

You should identify the area(s) in which your parish is located by clicking on the down arrow at the right and selecting your local authority from the list given. You can select more than one area if your parish covers more than one area. Some of your beneficiaries may live outside the parish but assuming the majority of your work is within the parish, there is no need to add further locations.

When you have done this, you should click "Next" to move on.

SCREEN SEVENTEEN :

Screen Seventeen simply confirms that details about what the PCC does have been successfully entered. You should see a green tick to the right of the top two boxes on the diagram.

Click "Next" to move onto [Screen Eighteen](#).

SCREEN EIGHTEEN :

Before moving onto the next step, the information you have entered is provided in a summary screen. You can edit this if necessary, by clicking the “Edit” button below the relevant section.

When you are ready, click “Next” to move onto [Screen Nineteen](#).

SCREEN NINETEEN :

You now need to add a contact for Charity Commission to use when contacting the PCC on things other than the registration process. This may be the same person as the contact for registration or it may not.

If it is the same person, you can click on the “Find” button on the left hand side, and select them from the drop down list. (At this point they are probably the only person in the drop down list). You will then need to add their date of birth. Otherwise you will need to add the details of the person who will be the contact.

Click here if you want to use a person or organisation you have input already

Find

✗ Check Your Application
☑ Your Organisation
☑ What you do
☑ Who is involved

5000163 - THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ANYTOWN

Please click on the 'Find' button on the left hand panel to select a person who has already been entered

Add contact for the organisation ⓘ

Personal Details

Click here if the contact is an organisation

Title: *

If 'OTHER' please specify title:

Personal Name(s): *

Family Name: *

Honours and Qualifications:

Date of Birth: *

When you have finished, click on “Next” to move onto [Screen Twenty](#).

SCREEN TWENTY :

From this screen you enter the personal details for each of the PCC Members (Trustees.)

First you are asked about trustees receiving e-mail updates. It is recommended that you only enter e-mail addresses for those trustees who wish to receive updates about trusteeship from the Charity Commission, and leave the box unchecked.

5000163 - THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST EMILION ANYTOWN

For more information about trustees please click the following link to guidance on our website [The Essential Trustee \(CC3\)](#)

Currently we hold details of 2 trustees. Details of these trustees are shown below.

You must have a minimum of two individual charity trustees or one corporate trustee. You cannot remove all current details unless new details have been added first.

If you give an optional email address for your charity trustees, the Commission may email them with important updates about trusteeship from time to time. Check this box if they do not wish to receive these updates.

To add a new trustee to the list click this button

You should start adding Trustees to the list by clicking the “Add Trustee” button.

This opens a new screen. You should enter the details of the first of your trustees in this screen. Again, you can select people for whom you have already entered data by clicking the “Find” button on the left hand side of the screen.

It is recommended that you **only** enter an e-mail address for a Trustee if the PCC Member wishes to receive e-mail updates from the Charity Commission.

If the Trustee does not wish to have their phone number entered, simply enter a 0. The field is a required field under OLAR and the system will not let you move on without entering something.

If the Trustee has a previously used name, you will need to click the “Other Name” button. This will then go through to a further screen where you can input their previous name. Once you have done so click “OK” rather than “Add Another Name”, unless they have more than one previous name.

You are then returned to the screen with the other details about this Trustee. When you have entered the details about them, click “Save”.

You are returned to Screen Twenty and should click ‘add trustee’ to enter details for the next trustee. You will go through a loop entering data for each trustee, until you have entered the data for all of your PCC members.

Then click on the box to confirm that the Trustee list is complete.

Click “Next” to move onto [Screen Twenty One](#)

SCREEN TWENTY ONE :

First click the ⓘ symbol and read the guidance on Children and Vulnerable adults. You should then click on the box to acknowledge that you have done this.

Vulnerable people ⓘ

Please ensure that you click on the 'i' icon above to read our guidance about Criminal Records Bureau (CRB) checks.

Please confirm by checking the box below that you have read and understood our guidance about CRB checks.

- I have read the Guidance *
- Does your organisation work with children? Yes No *
- Does your organisation work with vulnerable adults? Yes No *

Working with children

- Does your organisation have a child protection policy? Yes No *
- Are you required by law to carry out CRB checks on your trustees? Yes No *
- Are you allowed by law to carry out CRB checks on your trustees? Yes No *

The next two questions relate to whether the PCC works with children and vulnerable adults. Most PCCs will work with children, and should click on the “Yes” button.

The vulnerable adults question is aimed at those charities which provide care services to vulnerable adults, as that term is fairly narrowly defined in the Care Standards Act 2000. A PCC should not fall within the scope of this section, and you should answer “No”.

If you click on “yes” to working with children, some additional questions will appear on the screen.

The first relates to a Child Protection Policy. Every parish is required, under the House of Bishops Policy ‘Protecting All God’s Children’ to ‘adopt and implement a child protection policy and procedures, accepting as a minimum the House of Bishops’ Policy on Child Protection but informed by additional diocesan procedures and recommended good practice whilst being responsive to local parish requirements’ (paragraph 3.4). So the ‘yes’ box should be ticked - unless for any reason the PCC has not adopted such a policy, **in which case you should do so before proceeding with registration.**

To the next two questions, you should tick “no”.

- At present there is no legal requirement to carry out CRB checks on trustees, so the ‘no’ box should be ticked.
- CRB checks may be carried out on trustees of ‘children’s charities’ as defined in the Criminal Justice and Court Services Act 2000. Our understanding is that PCCs do not fall within that definition, and hence are not allowed to carry out CRB checks on all of their trustees.

You will then need to enter a statement in the first of the three boxes provided. We recommend that this statement is along the lines of:

The organisation is not a children’s charity as defined in s36 of the Criminal Justice and Court Services Act 2000.

Our child protection policy means that the PCC carries out CRB checks on all those who work with children. This may include some who also happen to be trustees.

Click “Next” to move onto Screen Twenty Two

SCREEN TWENTY TWO:

First click the ⓘ symbol and read the guidance on Private Benefit. You should then click on the box to acknowledge that you have done this.

The purpose of this section is to ensure that any private benefit paid to members of the PCC, or individuals connected to them, is reasonable and in the interests of the Charity.

The Commission is aware of the way in which clergy are remunerated, and does not need to know about their remuneration as they are not directly remunerated from the PCC.

If the PCC provides remuneration to any individual trustees or people connected to them (as defined in www.parishresources.org.uk/charity/remunerationguidance.pdf and in the notes on p.6) you should briefly describe who gains and how. You then need to explain simply how the activity for which the PCC member is paid helps the PCC achieve its charitable objectives; see overleaf for an example. You are also asked to describe how the PCC will

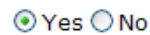
manage conflicts of interest - again, two key elements of a sound policy are described in the screenshot below. Of course you must adopt these practices to manage conflicts of interest if you do not already use them.

If no members of your PCC or connected persons receive any private benefit from the PCC, simply tick no and proceed to the next screen.

I have read the guidance



Does anyone or any organisation receive a private benefit from a connection with your organisation?



If the answer is yes please explain who gains and how in the box below:

Belinda Bates is an employee, paid £5,100 a year as part-time administrator to the Church (16 hours per week)

Shaun Grass receives £260 a year for mowing the churchyard on a contract basis.

How will the award of the benefit contribute to the organisation achieving its purpose(s)?

Where the achievement of our purpose requires specialist skills, or greater commitment than it is reasonable to expect from volunteers, the PCC will pay for the provision of those skills. Paying an administrator allows the vicar to spend more time on pastoral work, employing a contractor to mow the churchyard ensures safe access by the public to graves.

How will the other trustees manage the conflict of interest that arises from the private benefit?

Trustees will not be present at discussions relating to their remuneration, or that of connected persons. Remuneration is externally benchmarked to ensure that it is reasonable.

To find out more about remuneration of PCC members and Charity Law, see: www.parishresources.org.uk/charity/remunerationguidance.pdf

When you have completed this screen, click “Next” to move on to **Screen Twenty Three**.

SCREEN TWENTY THREE :

Screen Twenty Three simply confirms that details about what the PCC does have been successfully entered. You should see a green tick to the right of the top two boxes on the diagram.

Click “Next” to move onto **Screen Twenty Four**.

SCREEN TWENTY FOUR :

Here the information you have entered is provided in a summary screen. You can edit this if necessary, by clicking the “Edit” button below the relevant section. When you are ready, click “Next” to move onto the final screen.

SCREEN TWENTY FIVE :

From this screen you have to upload the signed Trustee Declaration as a PDF before you can submit your application. Clicking on 'Show Trustee Declaration' will give you the Declaration with most of the details ready-filled-in for you; simply print it, complete it and get all of your trustees to sign it. The scan it into your computer and upload it by clicking on 'attach' on the bottom left.

Submission does not guarantee registration

Special Circumstances

Please tell us about any special circumstances regarding your application that you would like us to know about eg a critical date for a funding application by clicking this button.

Special Circumstances

Governing Document

You should have your governing document in an electronic PDF format and you can attach it now using this button.

Attach

5024951 - PCC of St Swithun's Submission

Submitting your application for charity registration

Now you have to attach your Governing Document and your Trustee Declaration as PDF files before you will be able to see the SUBMIT button at the bottom of this page.

If you would like help on how to create PDF files please click [here](#)

Please click the "Attach" button on the left under Attach your Documents here

Please also attach Proof of Income

Please click the link to see and **Print your Trustee Declaration. ([Show Trustee Declaration](#))** Print your trustee declaration, save your application, and after your trustees have signed the form you can scan and attach it to the application (see left hand side, "Attach your documents here").

If you find it easier you can download a [Trustee Declaration](#) here and the trustees can sign it before you submit the application.

We will send you an email that confirms that we have received your application. We will also send you a pdf file showing a summary of all of the information you have provided in the application.

Once you have submitted your application, you will not be able to amend or edit your application. If you have made a mistake you will need to email the Charity Commission and in the subject box of the email quote your reference number

Your application reference number is **5024951**. Please quote this in all correspondence.

Alternatively, you may have already downloaded the Declaration and completed it by hand (see Step 1 of this guidance). In which case you'll need to scan in that version and upload it by clicking 'Attach.'

When you click on 'attach,' you'll see this screen:

5024951 - PCC of St Swithun's Application Attachments

Application Attachments

Please attach documents with your application by clicking the 'Attach' button against a document type.

			Notes
✘	Governing Document	Your Governing Document is not attached	<input type="button" value="Attach"/> Please ensure this is signed
✘	Trustee Declaration	Your Trustee Declaration is not attached	<input type="button" value="Attach"/> We accept scanned signed copies. Please send in all pages
✘	Certificate of Incorporation	Your Certificate of Incorporation is not attached	<input type="button" value="Attach"/> Please ensure this is signed, copy required
✘	Proof of Income	Your Proof of Income is not attached	<input type="button" value="Attach"/> You will be asked to provide evidence of Income
✘	Supplementary Documentation	Your Supplementary Documentation is not attached	<input type="button" value="Attach"/> Any supporting documents
✘	Supplementary Documentation	Your Supplementary Documentation is not attached	<input type="button" value="Attach"/> Any supporting documents
✘	Supplementary Documentation	Your Supplementary Documentation is not attached	<input type="button" value="Attach"/> Any supporting documents

Click 'Attach' on the Trustee Declaration line, then click 'Browse,' find the PDF of the Declaration (wherever you saved it on your computer) and click 'Attach now' to upload it.

You also have to upload proof that your annual income exceeds £5,000. **Uploading your financial statements** for the previous year should be fine for that.

The screen also prompts you to supply a copy of the Governing Documents. The Church of England is on the Commission's list of charities which have approved governing document; http://www.charitycommission.gov.uk/Start_up_a_charity/Guidance_on_registering/govdoc_list.aspx so you do not need to upload a governing document; the Commission has confirmed that it does not need 2200 copies of the PCC Powers Measure and the Church Representation Rules! It may be worth mentioning this in the 'Special Circumstances' tab on the 'Submissions' page to avoid delays.

You do not need to upload a Certificate of Incorporation or any other documentation.

STEP 5: Submission of documents to the Commission.

When you have uploaded everything, click 'Finish' and you will then see a 'Submit' button on the bottom right. Click on that and you should be there! This should be all that is required.

If you need further help, please contact your local Diocesan Contact in the first instance.