

Registration of PCCs with the Charity Commission

Practical Experience shared with
PCC Treasurers in November 2008
(Updated)

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Registration of PCCs with the Charity Commission: Example PCC's first steps

- PCC acknowledged it was obliged to register;
- PCC decided to attempt to register by 30th November 2008 (PCC meeting 22nd October);
- PCC appointed a member to handle registration procedures;
- PCC members present provided personal information for the registration.

Registration of PCCs with the Charity Commission: Preparation (1)

- Registration on-line is mandatory (painstaking but generally not difficult);
- Collect outstanding trustee information;
- Obtain copy of latest accounts and trustees' report;
- Visit relevant websites to “get a feel” for what is needed:
 - www.parishresources.org.uk
 - www.charitycommission.gov.uk

Registration of PCCs with the Charity Commission: Preparation (2)

- Download the official guide and trustee registration questionnaires from the parish resources web site (using the official guide is absolutely vital);

- Download the Trustee Declaration from the Charity Commission web site:

www.charitycommission.gov.uk/Library/publications/pdfs/cc5ctext.pdf

(Completion of the Trustee Declaration is in manuscript, not on-line.)

Registration of PCCs with the Charity Commission: Overview

- Log on to the Charity Commission web site and open a user account – the password (e.g. A1111AA1) to enable you to start comes back by email in minutes;
- Complete registration data:
 - Your organisation;
 - What you do; and
 - Who is involved.
- Check and submit (electronic acknowledgement within minutes);
- The acknowledgement gives you a copy of your completed application form, a partially completed Trustee Declaration, and a cover sheet to accompany the Trustee Declaration;
- Complete Trustee Declaration and get it signed and posted off.

Registration of PCCs with the Charity Commission: Initial reaction on IT aspects

- Opening a user account is quick and easy;
- The system is easy to use and works well – however using broadband is recommended, dial-up would probably be a frustrating experience;
- You can work on the application, save it and come back later;
- Mandatory fields are marked, instructions are good and it is intuitive. There are regular screens which require you to check and enable you to edit.

Registration of PCCs with the Charity Commission: Initial reaction on time needed

- One hour's preparation and three hours input in one session has broken the back of the job;
- I still have to input the details of one trustee (out of 23);
- One other trustee needed chasing for information;
- I am awaiting some information from the treasurer to complete the "Private Benefit" section
- I have not started to complete the "Trustee Declaration"

Registration of PCCs with the Charity Commission: Areas needing thought (1)

- The name and working name of your PCC – where there is a possibility of confusion with another.
- Your PCC's activities – recommended response is: “The provision of regular Public Worship, open to all.” (You are offered 5,000 characters of capacity for this.)
- Is your Child Protection Policy adopted and up to date? If not, get it up to date before proceeding with Charity Commission registration.

Registration of PCCs with the Charity Commission: Areas needing thought (2)

- Complete the section on “Private Benefit” fully and openly. You will be asked about details of the benefit;
 - The reason why the benefit contributes to the PCC achieving its purposes; and
 - How the benefit/ conflicts of interest are managed.

(To fully answer the first of these questions, it seems to me that details of who receives how much and for what duties will need to be disclosed.)

Details of reimbursed expenses are not needed, nor details of clergy stipends paid via the DBF.)

Registration of PCCs with the Charity Commission: Conclusions

- I filed the application to register on 23rd November 2008;
- The Trustee Declaration signed by 23 trustees was posted off on 28th November;
- Registration took place on 7th January;
- You can see which parishes in Birmingham Diocese have registered already by referring to the Charity Commission website.