

CIO PROGRESS CHECKLIST

<p>Done</p>	<p>New CIO_Constitution.docx. Written against the provided Model Constitution. See http://www.compark.co.uk/taeca/documents/CIO/Association_Model_Constitution.pdf</p> <p>The Constitution.pdf is now needed to be uploaded before continuing the application.</p>	<p>http://www.compark.co.uk/taeca/documents/CIO/CIO_Constitution.pdf</p> <p>Liz – Verbal confirmation 26/01/22 (at CA meeting) Paul – Done Sue – Done Chris – Done</p>
<p>Started 15/05/22 Done</p>	<p>Get Accounts PDF Get Constitution PDF Create and sign the Declaration</p>	<p>Done Done Waiting for signatures</p>
<p>Need AGM Minutes and other meeting minutes Done</p>	<p>At the last AGM we discussed the move to CIO. We must hold a general meeting to take a vote to move to CIO - I need a copy of the minutes from this meeting.</p>	<p>General meeting 12th May 2022</p>
<p>Waiting for approval of issued documents. Reviewing Draft Documents before Sunday 29th May.</p>	<p>Practices and Procedures. WhistleblowingPolicy.pdf GrievanceProcedure.pdf</p>	<p>http://www.taeca.compark.co.uk/documents.html</p>
<p>Declaration Form Done</p>	<p>a trustee declaration form signed by all the organisation's trustees</p>	
<p>Done</p>	<p>Accounts – up-to-date and accepted by Charity Commission</p>	<p>https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/301815/accounts-and-annual-returns</p>
<p>Done Choose the right structure</p>	<p>Discuss the types of charity structure set out in 'Charity types: how to choose a structure (CC22a)' and choose the right structure for your charity.</p>	<p>We are an ASSOCIATION and wish to remain an association. Therefore "Association CIO" . See: https://www.gov.uk/guidance/charity-types-how-to-choose-a-structure</p>
<p>Done Agree your charity's purposes</p>	<p>Discuss your charity's purposes (the objects clause in its governing document) and update them if necessary in line with the guidance 'How to write charitable purposes'.</p>	<p>We are not changing our charitable purpose. See https://www.gov.uk/government/publications/charitable-purposes/charitable-purposes</p>

27/01/22 - Done Chris to read and start the Process	Read Paragraph "Convert an unincorporated charity to a CIO"	https://www.gov.uk/guidance/change-your-charity-structure#convert-an-unincorporated-charity-to-a-charitable-company
We need a business plan Done	Draft written and waiting for comments	http://www.compark.co.uk/taeca/documents/CIO/BusinessPlan.pdf
Decide how any assets will transfer. Paul and Sue to review.	Check that your governing document allows you to transfer your existing charity's assets to a new one – these rules are likely to be in its dissolution clause. If it doesn't, you may need the commission or another body to approve the transfer. All of the Trustees – both new and old CA – must agree that the funds can be transferred and sign a "Vesting Declaration".	All the existing trustees will become trustees of the Charity. (= No conflict of interest!) We need to first create the new charity and then transfer all of the old charities assets to the new charity. Question: Can we use the same bank account or do we need to create a new one? See https://www.gov.uk/guidance/how-to-transfer-charity-assets
Required... PDF copies of: Done	Old constitution and new Constitution <ul style="list-style-type: none"> • latest accounts (if applicable) 	OK
may also need PDFs of:	<ul style="list-style-type: none"> • proof the organisation's income is over £5,000 (eg bank statements or funding offers) • a business plan • minutes of meetings • evidence of how the organisation benefits the public • lease documents for the organisation's property • any policies the organisation has. 	<i>See row for business plan</i>
Make sure your charity is up-to-date with admin and filing	Make sure your most recent annual return and accounts have been submitted to the commission (if applicable). Resolve any outstanding issues raised at trustee meetings or with the commission.	This should be OK, but must be checked.
Decide if you need to take advice Done	Take professional advice if you need it to plan your restructure, or consult your umbrella body if you have one.	We currently think that professional advice is not needed, but this must be reviewed at each stage.

<p>Answer all questions fully</p> <p>90% Done</p>	<p>The commission can't accept incomplete applications because it needs to be satisfied that your new organisation is a charity and eligible to register. You'll also need to confirm that your trustees understand their role and responsibilities – read 'How to register your charity (CC21b)'. Need more information about each Trustee</p> <p>Liz Jenny Sue Me</p>	<p>See https://www.gov.uk/guidance/how-to-register-your-charity-cc21b</p>
<p>Say that the new charity is replacing an existing one</p>	<p>Make sure you complete the relevant section in the application form – you'll be asked for your original charity's number.</p>	<p>OK Yes it is being replaced</p>
<p>Explain any changes to your charity's purposes</p>	<p>Tell the commission about any changes to your objects and your reasons for making them – there's a section for this in the form.</p>	<p>OK – No changes</p>
<p>Give details of any assets that will transfer and how</p>	<p>Explain which assets will transfer, the powers you have to do this and any approvals you've had to get. This is particularly important for permanent endowment - an asset with conditions on how it can be used.</p>	<p>OK</p>
<p>Upload all necessary documents as PDF files</p>	<p>You need to provide your new charity's agreed governing document, a signed and scanned copy of your trustee declaration, proof of income (for CIOs, explain how it will be funded) and any other supporting documents.</p>	<p>OK</p>
<p>Transfer any assets and liabilities</p>	<p>Agree to transfer the original charity's assets and liabilities to the new charity, as planned.</p>	<p>OK</p>
<p>Close the original charity in line with the rules set out in its governing document.</p>	<p>Close the original charity in line with the rules set out in its governing document. Remove the charity from the register of charities https://www.gov.uk/guidance/how-to-close-a-charity</p>	<p>Paul has the Charity registration number and password to access the area on the commissions site.</p>
<p>Register with HM Revenue and Customs for tax relief.</p>		
<p>Complete all Practices and Procedures and then set up an annual review process.</p>	<p>Please check the web site for progress. http://www.taeca.compark.co.uk/documents.html</p>	<p>The completed documents require to be authorised and the DRAFT documents completed.</p>