

E-mail to Charity Commission from Peter Baldwin 02/02/11

Dear Mr Holliday,

I understand the Annual Return situation has been brought up to date and therefore would ask you to again consider our enquiry (stated below). I appreciate that you may not be able to respond this quickly but the charity has a meeting of the trustees this evening so if you were able to provide advice for that it would be really appreciated.

Kind regards

Peter Baldwin
Trustee Arun Arts Limited

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From: CCD Email Team [mailto:enquiries@charitycommission.gsi.gov.uk]

Sent: 26 January 2011 14:27

To: [REDACTED]

Subject: 20110126 - Arun Arts Limited - Baldwin, Mr CC:04052469

Dear Mr Baldwin,

Arun Arts Company Limited – 1061163

Thank you for your e-mail.

First let me explain that we no longer provide advice or assistance to charities that have not submitted their annual return to us.

If a charity's income is over £25,000, its trustees must send us an Annual Return and accounts each year, no later than ten months after the end of the charity's financial year end. This is a legal requirement.

If the charity's income is £25,000 or less, the trustees only need to tell us about any changes to the charity's details, including income and expenditure, each year. The most convenient way to do this is by completing Part A of the Annual Return.

Our records indicate that the trustees of this charity are late in filing their last two years annual returns with us. Consequently, we cannot help you.

The quickest way to complete your annual return is do it online. [Click here to complete your annual return online.](#)

To use the online service you must have the charity's unique password. If you do not have this or need a new one, you can easily [order another password](#).

The new password will be emailed if we have an email address for the Commission to use for the charity. Otherwise, it will be posted to the charity contact and you should allow up to 7 days for receipt. Ordering a new password will immediately invalidate any previous password.

If your contact or email details are out of date, and you do not have a password or cannot access our online services, you can [contact us](#) to get them updated.

For security reasons, any change of contact or email details will be subject to a validation procedure. Any changes made to the details will normally be reflected on the charity's Register entry overnight. [Click here to search the Register for your charity](#).

If you are submitting your Trustees' Annual Report and accounts, you can either attach them when you complete your Annual Return or you can send them separately. However, accounts documents must be presented in Portable Document Format (PDF). If you haven't already prepared them in this format, but you have access to a scanner, the scanning software may allow you to save scanned accounts as a PDF document. There are also various sources of software available on the internet to convert documents for you, many of them are free.

If you have difficulties using our online service please contact us on 0845 3000 218.

Once you have completed the annual return, please re-send your original enquiry. We should usually be able to respond to the more straightforward email enquiries within 5 working days.

Further assistance for charities in meeting their legal requirements to submit timely accounts is available on our website under the Charity Requirements and Guidance Section. [Click here to view this guidance](#).

Very often the quickest way to answer any enquiries that you have is to look on our website, especially the [frequently asked questions](#) covering the main issues that we are being asked about. You will also find the latest news, together with our publications and guidance. You can even [sign up for email updates](#).

Yours sincerely

Dan Holliday

Charity Commission Direct

Dear Sirs,

Following a telephone conversation with yourselves you asked me to put my query to you in the form of an e-mail.

We as a trust of Arun Arts would like to appoint one of the trustees as a paid chief executive of the trading arm (Regis Centre Limited) of the charity. Please could you inform us as to whether that is allowed under the rules.

Kind regards

Peter Baldwin
Trustee Arun Arts

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