



## BRIEFING NOTE

### PCCS - FILING OF ANNUAL RETURN AND ACCOUNTS

#### TO ALL DIOCESAN CLERGY

We you will recently have seen the Bishop's Bulletin No 2 which gives details of extending the deadline for PCCs to hold their APCM.

We have been in touch with the Charity Commission and they have advised that in the current climate they are allowing charities to request an extension of time for the filing of their annual return and accounts, as per their guidance which can be found at:

<https://www.gov.uk/government/news/coronavirus-covid-19-guidance-for-the-charity-sector>

The Charity Commission are requesting charities to complete an online enquiry, link attached below, to initially request an extension to be granted. Charities need to select the option "other".

<https://forms.charitycommission.gov.uk/enquiry-form/>

The Commission have advised that they cannot put in a physical extension at this stage, however, once the annual return and the accounts are submitted they will backdate the submission date accordingly. They also asked that PCCs contact them once they have submitted their accounts or annual return, either by enquiry form or via their Contact Centre - 0300 0669167, Monday - Friday 9am-5pm so they can process the backdating.

Anna Spriggs  
Diocesan Registrar  
27 March 2020