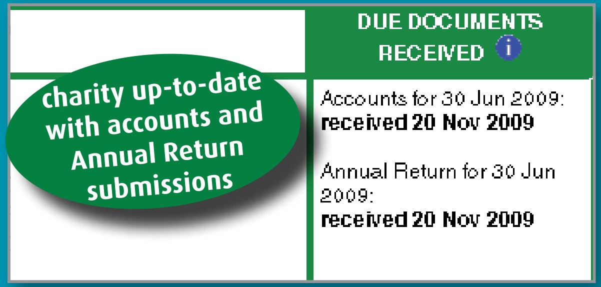
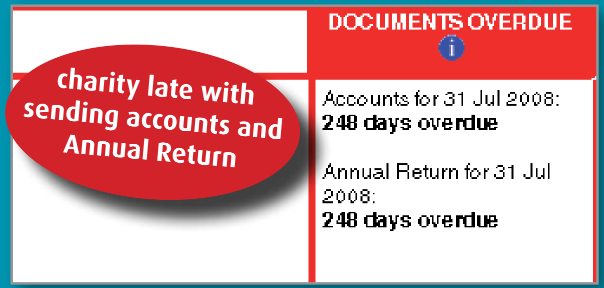
Is your charity in the red?

Check out our online register of charities today and make sure your charity's up-to-date





www.charitycommission.gov.uk

Did you know?

- **Registered charities with an income over £10,000 a year must send information to the Commission within 10 months of their financial year end.**
- **Registered charities with an income of £10,000 or less a year must keep their register details up-to-date.**
- **Our online register shows a charity's submission history for the last five years.**
- **Funders will often check the online register when considering grant applications.**
- **Potential donors can check our website to find out more about a charity they might wish to support.**

Ensuring your charity has a good submission history is not only a legal requirement, but also makes sure your charity looks good to anyone planning to support it.

Your charity has a **green** banner on the online register if you have sent your documents. If your documents are overdue, your charity will have a **red** banner. If you send us your documents late, this will show on the online register for the next five years.

What must you send us?

What you need to send depends on your charity's income. If your financial year ended on or after 1 April 2009, the following table sets out the requirements:

Income in the financial period reported on:	Register information update	Annual return - basic Register information	Reporting Serious Incidents - declaration	Financial information	Summary information return	Trustees' Annual Report and Accounts	
						prepare	send
£10k or less	✓					✓	
>£10k - £25k		✓				✓	
>£25k - £500k		✓	✓			✓	✓
>£500k - £1m		✓	✓	✓		✓	✓
>£1m		✓	✓	✓	✓	✓	✓

If you have outstanding documents for previous years, please look at our website for more information.

How do you send it?

Online

The quickest and simplest way to send us your documents is online. Using our secure online services you can:

- **complete your Annual Return or Update form**
- **send us your Trustees' Annual Report and accounts**
- **view/amend your charity's details**

If you need a password, you can order one from our website.

If you would like to submit electronically in Welsh, please call Charity Commission Direct and we will email you a link to an electronic Welsh form.

By Post

To request a paper annual return/update form, please phone our ordering service on:

- **0845 045 4002 (8.30am – 5.30pm Monday - Friday)**

Please allow up to 7 days for delivery.

Please send your paper form and any other required information to Charity Commission, PO Box 1329, Liverpool, L69 3DY.

Need more information?

Website: **www.charitycommission.gov.uk**

Our website contains more details about what information you need to send, how to prepare your documents and answers many other queries.

Email: **enquiries@charitycommission.gsi.gov.uk**

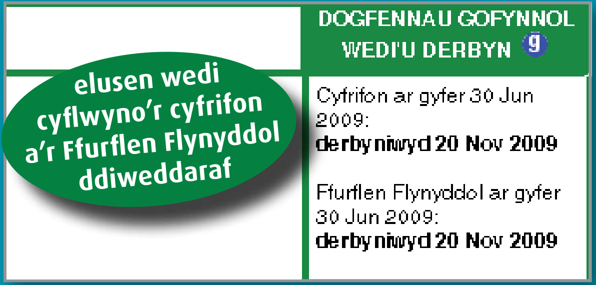
Phone: **0845 300 0218**
(8am – 6pm Monday - Friday)

Minicom/ Textbox: **0845 300 0219**

Post: **Charity Commission Direct**
PO Box 1227
Liverpool L69 3UG

Sut mae'ch elusen yn edrych?

Ewch i'n cofrestr elusennau ar-lein heddiw a gwnewch yn siŵr fod manylion eich elusen yn gyfoes



www.charitycommission.gov.uk

Wyddoch chi?

- **Rhaid i elusennau cofrestredig gydag incwm dros £10,000 y flwyddyn anfon gwybodaeth i'r Comisiwn cyn pen 10 mis o ddiwedd eu blwyddyn ariannol.**
- **Rhaid i elusennau cofrestredig gydag incwm o £10,000 neu lai y flwyddyn gadw eu manylion ar y gofrestr yn gyfoes.**
- **Mae ein cofrestr ar-lein yn dangos hanes cyflwyno gwybodaeth yr elusen am y pum mlynedd ddiwethaf.**
- **Bydd noddwyr yn edrych ar y gofrestr ar-lein yn aml wrth ystyried ceisiadau grant.**
- **Gall rhoddwyr posibl edrych ar ein gwefan i wybod mwy am elusen y maent yn ystyried ei chefnogi.**

Mae sicrhau bod gan eich elusen hanes da o gyflwyno gwybodaeth yn fwy na gofyniad cyfreithiol; mae'n sicrhau hefyd bod eich elusen yn edrych yn dda i unrhyw un sy'n bwriadu ei chefnogi.

Bydd baner **werdd** gan eich elusen ar y gofrestr ar-lein os ydych wedi anfon eich dogfennau. Os yw'ch dogfennau'n hwyr, bydd baner **goch** gan eich elusen. Os ydych yn hwyr yn anfon eich dogfennau atom, caiff hyn ei ddangos ar y gofrestr ar-lein am y pum mlynedd nesaf.

Beth sy'n rhaid i chi ei anfon atom?

Mae'r hyn y mae angen i chi ei anfon yn dibynnu ar incwm eich elusen. Os daeth eich blwyddyn ariannol i ben ar neu ar ôl 1 Ebrill 2009, mae'r tabl canlynol yn pennu'r gofynion:

Incwm yn y cyfnod ariannol yr adroddir arno:	Diweddaru Gwybodaeth ar y Gofrestr	Ffurflen Flynyddol - gwybodaeth sylfaenol y Gofrestr	Adrodd am Ddigwyddiadau Difrifol - Datganiad	Gwybodaeth Ariannol	Ffurflen Gwybodaeth Gryno	Adroddiad Blynyddol yr Ymddiriedolwyr a Chyfrifon	
						paratoi	cyflwyno
£10k neu lai	✓					✓	
>£10k - £25k		✓				✓	
>£25k - £500k		✓	✓			✓	✓
>£500k - £1m		✓	✓	✓		✓	✓
>£1m		✓	✓	✓	✓	✓	✓

Os oes gennych ddogfennau sydd heb eu cyflwyno ar gyfer blynyddoedd blaenorol, ewch ar ein gwefan i gael mwy o wybodaeth.

Sut ydych chi'n anfon eich dogfennau?

Ar-lein

Y ffordd gyflymach a symlach i anfon eich dogfennau atom yw ar-lein. Drwy ddefnyddio ein gwasanaethau ar-lein diogel gallwch:

- **gwblhau'ch Ffurflen Flynyddol neu Ddiweddariad**
- **anfon eich Adroddiad Blynyddol yr Ymddiriedolwyr a chyfrifon atom**
- **gweld/newid manylion eich elusen**

Os oes angen cyfrinair arnoch, gallwch archebu un o'n gwefan.

Os hoffech gyflwyno gwybodaeth yn electronig yn Gymraeg, ffoniwch y Comisiwn Elusennau Uniongyrchol a byddwn yn e-bostio dolen atoch i ffurflen Gymraeg electronig.

Trwy'r post

I wneud cais am ffurflen flynyddol/diweddariad papur, ffoniwch ein gwasanaeth archebu ar:

- **0845 045 4002**
  (8.30yb – 5.30yp Llun - Gwener)

Caniatewch hyd at 7 diwrnod i'w dosbarthu.

Anfonwch eich ffurflen bapur ac unrhyw wybodaeth ofynnol arall i'r Comisiwn Elusennau, Blwch SP 1329, Lerpwl, L69 3DY.

Angen mwy o wybodaeth?

Gwefan: **www.charitycommission.gov.uk**

Mae mwy o fanylion ar ein gwefan ynghylch pa wybodaeth y mae angen i chi ei hanfon atom, sut i baratoi eich dogfennau ac atebion i nifer o ymholiadau eraill.

E-bost: **enquiries@charitycommission.gsi.gov.uk**

Ffôn: **0845 300 0218**
(8yb – 6yp Llun - Gwener)

Minicom/ Textbox: **0845 300 0219**

Llythyr: **Y Comisiwn Elusennau Uniongyrchol**
Blwch Post 1227
Lerpwl L69 3UG