



GOVERNMENT OF BERMUDA

**Ministry of Government Estates & Information Services
Charity Commissioners**

Government Administration Building, 1st Floor, 30 Parliament Street, Hamilton HM 12
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Registry General

Ensuring Success when submitting renewal and annual packages to the Registrar's Office for review by the Charity Commissioners

The Charity Commissioners are working hard to ensure that the public's funds are being stewarded well and reported on regularly. Here are some guiding points to ensure a successful annual review by the Commissioners.

1. Ensure that the Treasurer of your organisation is not related and does not live at the same address of any other officers of your organisation.
2. Annually include the names, address, phone numbers, and email addresses of each of your Board members – please provide a physical address not a P.O. Box.
3. Ensure that the financial statements are signed by the Treasurer and one other officer of your organisation and be sure to print the name and the title of the person under their signature.
4. Complete the required annual report form available at www.registrygeneral.gov.bm or at the Registry General's office, of what the organisation accomplished during the year and what it plans to do for the following year – be sure to relate these activities to the mission/purpose of the organisation.
5. If the mission/purpose changes in any way, please be sure to explain the change and why. An amended constitution or byelaws and the date the changes were adopted by the Board should also be submitted.
6. If the organisation moves from all volunteer to a staffed organisation, be sure to note the change and comment about whether funders have been notified of this change so that they are aware that funds are being used to support staff expenses as well as programmes.