



**Annual Return**  
**under section 169 of the Charities Act**  
**2011 for Common Investment Fund**

**Schedule**

Fund name

Fund number

Submission deadline

Some of the information you give in this form may become publicly available on the Register of Charities in accordance with the Charities Act 2011. These fields are marked. **P**

- The CIF is being administered and managed by a group of named individuals or a named body corporate and as such, they are in the position of charity trustees within the meaning of the Charities Act 2011.
- This annual return should be completed by or on behalf of the **charity trustees**. By “charity trustees”, the commission refers to the named individuals or the named body corporate in the position of charity trustees under the Scheme(s) regulating the Common Investment Fund (CIF).
- This annual return must be completed if the CIF is registered with the commission and the **gross income** of the CIF is over £10,000 in the financial year covered by this annual return.
- This annual return, when completed, **must** be sent to the commission **within 10 months** of the end of the CIF’s financial year. Within the same period, the charity trustees must also submit a copy of the charity trustees’ annual report and the CIF’s annual accounts.
- Please enter all financial amounts in sterling to the nearest thousand pounds (£’000).
- “Manager” in this annual return refers to the fund manager appointed by the charity trustees under the Scheme(s) regulating the CIF.
- If you need any help completing this annual return, please call the commission’s First contact: 03000 66 9197.

**Complete this Annual Return for financial years ending on or after 1 January 2013**

**1 Financial Year**

For this annual return, the CIF’s financial year-end must be on or after 1 January 2013.

a) Financial year start **P**

b) Financial year end **P**

**2 Gross Income, Distributions, etc**

Extract the CIF’s *gross income, total distributions paid, Manager’s fees, Custodian Trustee’s fees, interest incurred, other expenses* from the CIF’s annual accounts prepared for the last financial year.

2.1 Net asset value of the CIF. **P**

2.2 Gross income of the CIF. **P**

2.3 Total distributions paid or payable by the CIF. **P**

2.4 Fees payable to the Manager, associates of the Manager and agents of either of them. **P**

**2 Gross Income, Distributions, etc (continued)**

- 2.5 Fees payable to the Custodian Trustee, associates of the Custodian Trustee and agents of either of them. **P**
- 2.6 Interest on borrowing incurred in the administration of the CIF. **P**
- 2.7 Other expenses payable by the CIF. **P**
- 2.8 Total expenditure (sum of 2.3 to 2.7 inclusive). **P**
- 2.9 Please complete the table below. **P**

	Income units in issue	Net asset value pence per income unit	Accumulation units in issue	Net asset value pence per accumulation unit	Net asset value of CIF £
At the beginning of last financial year					
At the end of last financial year					

**3 Administration of the Common Investment Fund**

- 3.1 Please indicate the number of participating charities with investments in the CIF (holding income units, accumulation units or both) at the end of the last financial year. **Number of participating charities**
- 3.2 Are the charity trustees satisfied that the Manager has acted within the appropriate regulations, rules and guidance of the Financial Services Authority (FSA)?  Yes  No  Attach extra information if appropriate
- 3.3 Please supply one copy of each advertisement published by the charity trustees/Manager during the last financial year:
- (a) advertisements placed exclusively for the CIF; and
- (b) advertisements placed where the CIF is mentioned as part of a larger group.  Enclosed
- 3.4 Has the Manager observed full compliance with the provisions laid down in the Scheme(s) and the Scheme Particulars which regulate the CIF?  Yes  No  Attach extra information if appropriate
- 3.5 Has the CIF entered into hedging arrangements (eg futures and options derivatives) in the last financial year?  Yes  No  Attach extra information if appropriate
- 3.6 If the answer to 3.5 is yes, did the charity trustees concur with the Manager's actions on hedging instruments and its explanations?  Yes  No  Attach extra information if appropriate
- 3.7 Please provide a copy of the CIF's investment objectives, including the extent (if any) to which social, environmental or ethical considerations are taken into account, and any benchmark when the CIF was *first* established.  Enclosed
- 3.8 Please provide a copy of the CIF's investment objectives, including the extent (if any) to which social, environmental or ethical considerations are taken into account, and any benchmark for the *last* financial year (if different from 3.7 above).  Enclosed
- 3.9 Please state how far the CIF achieved last financial year's investment objectives.  Enclosed
- 3.10 (i) Please state what your policy (if any) is on corporate governance in respect of the CIF during the last financial year.  Enclosed

**3 Administration of the Common Investment Fund (continued)**

(ii) Did the Manager comply with the charity trustees' corporate governance policy?  Yes  No  Attach extra information if appropriate

3.11 If any significant weaknesses in internal controls, risk management or risk assessment relating to the CIF had been identified by the charity trustees, Manager, the internal auditor or the external auditor during the last financial year, please supply a brief summary.  Enclosed

3.12 Did the charity trustees or the Manager receive any complaints (from participating charities or others) about the way the CIF was managed or administered?  Yes  No  Attach extra information if appropriate

**4 Custody of assets of the Common Investment Fund**

4.1 Are the charity trustees satisfied that all the assets belonging to the CIF are distinctly identifiable and are held securely for and on behalf of the CIF?  Yes  No  Attach extra information if appropriate

4.2 Did the charity trustees have any significant concerns about systems or operational issues during the last financial year which have not been addressed by the Manager or Trustee(s) to the charity trustees' satisfaction?  Yes  No  Attach extra information if appropriate

4.3 Are the charity trustees satisfied with the registration arrangements for the CIF and the performance of the Registrar?  Yes  No  Attach extra information if appropriate


4.4 Please provide the names and dates of appointment of the solicitors, the fund managers and the auditors for the CIF for the last financial year.  Enclosed

**5 Charity trustees**

5.1 State the number of charity trustees at the END of the last financial year.

5.2 How many of the charity trustees **normally reside** in England and Wales?

5.3 Please supply full details of **every** charity trustee of the CIF for the current financial year in the table below:

Full name 	Home address	Date of birth

**5 Charity trustees (continued)**


- 5.4 Has any charity trustee received any remuneration or benefits in money or money's worth from the CIF, either directly or indirectly?  Yes  No  Attach extra information if appropriate
- 5.5 Has any property belonging to the CIF been disposed of to a charity trustee or any person or body connected with such charity trustee?  Yes  No  Attach extra information if appropriate
- 5.6 Has any property belonging to the CIF been acquired from a charity trustee or any person or body connected with such charity trustee?  Yes  No  Attach extra information if appropriate

**6 Performance of the Common Investment Fund**

- 6.1 Are the charity trustees satisfied with the performance of the Manager in managing the CIF during the last financial year?  Yes  No  Attach extra information if appropriate
- 6.2 Did the charity trustees receive, in a timely way, sufficient information and reports from the Manager to enable the charity trustees to monitor effectively the progress of the CIF?  Yes  No  Attach extra information if appropriate
- 6.3 Are the charity trustees satisfied with the performance of the CIF's auditor?  Yes  No  Attach extra information if appropriate

**7 Other dealings with the Manager**

- 7.1 Are the charity trustees satisfied that they have sufficient number of charity trustees to carry out proper, regular and effective supervision over the Manager?  Yes  No  Attach extra information if appropriate
- 7.2 Does any charity trustee have any family or business association with the Manager or its associates or its agents?  Yes  No  Attach extra information if appropriate

**7 Other dealings with the Manager (continued)**

- 7.3 Did the charity trustees meet at least quarterly during the last financial year to supervise and review the activities of the Manager and the performance of the CIF?  Yes  No  Attach extra information if appropriate
- 7.4 Have the "Scheme Particulars" been varied or amended since the last prior written approval of the Commission?  Yes  No  Attach extra information if appropriate
- 7.5 Has the Manager made any fundamental or significant changes to the Scheme Particulars, or to the investment objectives or investment policy of the CIF without the Commission's prior knowledge or approval?  Yes  No  Attach extra information if appropriate

**8 Issues of Concern**

- 8.1 Are there any issues of concern arising in the last financial year that the charity trustees have not yet reported to the Commission?  Yes  No
- 8.2 If the answer to 8.1 is yes, please provide the information on a separate sheet and how far they have been resolved.  Enclosed

**9 Any Other Matter**

- 9.1 Is there any other matter that you wish to bring the Commission's attention that has not been covered in this Annual Return?  Yes  No
- 9.2 If the answer to 9.1 is yes, please provide the information on a separate sheet.  Enclosed

**10 Charity Contact**

The current contact details for your charity are printed below:

Name of contact. **P**

Postal address of contact. **P**

Telephone number of contact. **P**

E-mail address of contact. **P**

If the above details are incorrect, please provide details of changes.  Enclosed

Continued

**Declaration** - Please take care to check that the information you are giving the commission is correct. The provision to the commission of information which you know or suspect to be false may be a criminal offence.

I certify that the information given in this Annual Return is correct to the best of my knowledge and **has been brought to the attention of all the** charity trustees.

**Signed by a charity trustee who is authorised to sign** in the name and on behalf of all the charity trustees.

**Signed**  **Date**

**Title and Full Name of person who has signed** (Please use BLOCK CAPITALS)

**Title**  **Full Name**

**Home address**   
**Postcode**

**E-mail address**

**Daytime Telephone Number**

**You may find it useful to keep a copy of your completed Annual Return for your records**

**Charity Commission, PO BOX 211, Bootle L20 7YX**  
**First Contact: 03000 66 9197 Email: [fcemailteam@charitycommission.gsi.gov.uk](mailto:fcemailteam@charitycommission.gsi.gov.uk)**  
**Internet Address: [www.gov.uk/charity-commission](http://www.gov.uk/charity-commission)**

**Please send this Annual Return form and your responses and enclosures to the Charity Commission at the above address.**