



Considerations and steps in becoming a Charitable Incorporated Organisation

‘To those who use well what they are given, even more will be given...’ –Matt 25 v29

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Initial steps- what is a CIO?

- Thinking about why CIO will best suit your Church- CIO a form of charity with limited liability
- Locating your current governing document (trust, memorandum and articles, constitution)
- Settling the decision as the leadership
- Gaining approval from AGM (if required) and wider engagement with the church community
- Identifying those affected- employees, suppliers, banking, lessors, HMRC and donors
- Identifying your lead person

CIO- making it happen- attention to detail

- Matters of detailed consideration- new governing document
- Continuity in charitable objects
- Power to pay trustees as employees
- TUPE- employees
- Contracts and loans- pre-CIO discussion with third parties
- Pensions- discuss with pension scheme in advance
- Allowing sufficient time to deal with Charity Commission queries

Post CIO registration- matters of care and maintenance

- Accounting- the receipts and payments option
- Accounting- a merger or a continuation (charitable company conversion)?
- Filing requirements
- HMRC gift aid and others
- Record retention- keeping the history of pre-CIO

Resources-

- Charity Commission guidance: <https://www.gov.uk/setting-up-charity/structures>
- Stewardship article on conversion of charitable company to a CIO: <https://www.stewardship.org.uk/blogs/converting-charitable-company-cio>
- Free downloadable Stewardship resource on options for charity structures: <https://www.stewardship.org.uk/resource/trust-company-or-cio-what-structure-right-your-organisation>

Question and answer

- Please share your questions, thoughts and observations