



# Cayman Islands General Registry

## Registrar of Non-Profit Organisations

### **GUIDANCE ON COMPLETION OF AN ANNUAL RETURN FORM FOR REGISTERED NPOS**

### **PREPARED TO ASSIST NPOS IN THE CAYMAN ISLANDS**

#### **Background note:**

NPOs registered with the General Registry of the Government of the Cayman Islands are required to complete a comprehensive Annual Return. This document (reproduced in the Annex to this guidance) is a legal requirement. Failure to complete the Annual Return may result in personal sanctions for the controllers as well as potential suspension or revocation of the NPO.

The General Registry wants to assist you as a registered NPO in your completion of the Annual Return. This guidance plus other capacity building support being offered is designed to help you achieve this.

Note accurate and timely completion of the Annual return document helps us help you

#### **How to use this guidance**

We have in the main body of the guidance set out the key questions and information required in the Annual Return and indicated from where you should be able to find the information needed. Before you complete your Annual Return, you are advised to study this guidance. It is also essential that you have key information relating to Finance, Governance and NPO operations to hand.

**ACTION-** this is what information you need to gather that will assist you in completing the Annual Return.

#### **Key information requested and what this means.**

Information request	Where this is likely to be found	Helpful hints
Names and Addresses	Hopefully this first section is obvious and should include the key people who run the NPO. It is also important that their address and other contact details are fully completed on the form. <b>ACTION:</b> You need to know the full address, email and telephone number of the NPO, the correct registered name of the NPO and the dates of the financial year being reported on.	Please ensure that you check with staff and colleagues that the information being added is currently correct as contact details do change

Pro forma balance sheet (assets and Liabilities)	<p>You should be able to extract this information from your current financial records, the records you have maintained over the reporting year and from your latest accounts. If you do not have your accounts or information about assets and liabilities to hand you will not be able to complete this form.</p> <p>ACTION: You will need to have the completed accounts and obtained a full update on all investments and assets held by the NPO.</p>	<p>If as the person completing the form you are not certain of this information arrange to meet with your finance colleagues. Sometimes terms differ from those in the Annual Return and for example:</p> <p>Investments are anything the NPO owns or holds which generates additional income such as shares or bank deposits, a short term investment is something you do not expect to hold for more than a few months, a long term investment is something that is likely to provide a return over a period of years; and</p> <p>Other current assets would include short term holdings or anything else which is not otherwise included above</p>
Liabilities	<p>A liability is primarily something the NPO is responsible for, a payment which is owed or the delivery of a service which the NPO is contracted to provide. It can also include loans and other advances that the NPO has received. The accounts and other financial records should contain this information</p> <p>ACTION: Check that the accounts and other information you have to hand contains this information.</p>	<p>Because a liability includes items to be paid out in the future but which the NPO is responsible for it is important that they record this in the Annual Return. If there is no record of liabilities a false picture of the true financial state of the NPO can be generated. If in doubt it is better to include everything which you expect to pay out for.</p>
The income statement	<p>This should fully reflect the monies received and spent by the NPO.</p> <p>ACTION: does your documentation have an income statement?</p>	<p>You should ensure that these figures reflect your annual accounts any variance needs to be clearly explained</p>
Income	<p>Generally, this can come from a number of sources:</p> <p>Fundraising events</p>	<p>Sometimes accounts can contain income statements that are not very specific (for</p>

	<p>Personal contributions Income generated by investments Grants from donors or government</p> <p>All need to be included ACTION: Check that the accounts are comprehensive in terms of all income referred to.</p>	<p>example miscellaneous items) Make sure that you are clear about what each item of income recorded actually relates to</p>
Expenses	<p>This sets out what you have spent your money or other resources on and can include:</p> <ul style="list-style-type: none"> <li>• Relief projects;</li> <li>• Salaries;</li> <li>• Delivery of services;</li> <li>• Grants;</li> <li>• Travel;</li> <li>• Communications;</li> <li>• Office running costs;</li> <li>• Transport;</li> <li>• IT costs; and</li> <li>• Personal expenses</li> </ul> <p>Again, all needs to be included ACTION: as with income make sure that the expenditure figures are comprehensive and clear.</p>	<p>Again large amounts of undefined expenditure should not be contained in the accounts. If they are please ensure that your Annual return explains what ALL items represent.</p>
Annual review Threshold section	<p>NPOs whose income exceeds CI\$250,000 and remit 30% off island are subject to a more rigorous accounting and reporting regime. These NPOs are required to have a formal review done by an accountant and submitted to the Registrar. If your income has grown over the last year and now exceeds this figure you need to record this here. You also need to set out how this increase has happened ACTION: Be prepared to fully set out why your income has increased and whether this is likely to be sustained</p>	<p>Supporting documents might be useful here such as:</p> <p>Significant donations made by a single individual; Grants for particular projects which have been received; An increase in membership or patrons of the NPO</p> <p>You should avoid ambiguity</p>

Largest sources of income	Set out here the 10 largest sources of income- this should be a simple calculation based on your accounts	If there are less than 10 sources simply record all those that you are aware of
Largest application of contributions	Set out your largest area of expenditure and list the next 9 areas after this	All items of expenditure should be included
Largest sales and purchases of property	Everything you have bought and sold this year either for the purposes of the NPO or for investment purposes	
Top ten countries that were sent money	It is important that we can clearly see where your money is being spent so list all countries where you are sending money or resources too	Of course, if you do not send resources overseas you can enter "not applicable" here
Declaration	This is a legal statement so be sure you are confident the information is correct before you sign this	Have you completed all the sections? Have you provided all the information that has been requested? Have you double checked that the information accords with what is set out in your accounts and other documentation?

**REMINDER:** The completion of an Annual Return is a **LEGAL** requirement so you must do this as a condition of your registration. Please send the completed form and supporting documentation to the General Registry by the date set out when the Annual Return was requested. Failure to do so could result in regulatory action. Annual returns may be submitted via the Cayman Business Portal ("CBP") or scanned and email to [grcompliance@gov.ky](mailto:grcompliance@gov.ky).

The Registrar of Non-Profit Organisations and General Registry are here to help you so if you need advice or guidance to complete your form that is not contained in this form please email or telephone 946-7922.



**Non-Profit Organisation  
ANNUAL RETURN FORM**

Name of the Entity being reported on: \_\_\_\_\_

Name of Person Completing Return Form: \_\_\_\_\_

Position of Person Completing Return Form: \_\_\_\_\_

Address/ Registered Office of the NPO: \_\_\_\_\_

Email Address and Telephone numbers for the NPO: \_\_\_\_\_

Email Address and Telephone number for the Person Completing The Form: \_\_\_\_\_

NPO Financial Year- Beginning: \_\_\_\_\_ End: \_\_\_\_\_

**1. COMPLETE THE PRO-FORMA BALANCE SHEET below (Assets and Liabilities):**

ASSETS	S	
Cash in Hand		
Cash at Bank		
Investments (Short term)		
Other Current Assets		
<b>Total Current Assets</b>		
Property		
Investments (Long Term)		
Other Fixed Assets		
<b>Total Fixed Assets</b>		
<b>Total Assets</b>		
LIABILITIES	S	
Current Loans		
Other Loans/Debts		
Other Liabilities		
<b>Total Current Liabilities</b>		

Mortgage		
Other Long Term Liabilities		
<b>Total Long Term Liabilities</b>		
<b>Total Liabilities</b>		
<b>EQUITY</b>		
Net Income		
Accumulated Surplus		

**2. COMPLETE THE PRO-FORMA INCOME STATEMENT below (Income and Expenses):**

<b>INCOME</b>	<b>\$</b>
Income received from the provision of goods and services	
Rental Income	
Interest on income derived from investments	
Receipt of donations and money	
Award of grants	
Other income	
<b>Gross Income</b>	
<b>EXPENSES</b>	
Operating expenses	
Funds donated/contributed in accordance with NPO purpose	
Government Fees	
Other funds donated/contributed	
Other expenses	
<b>Total Expenses</b>	
<b>Net Income (= GROSS INCOME – EXPENSES)</b>	

**3. ANNUAL REVIEW THRESHOLD:**

*(If the figure you have reported for Gross Income above equals to or exceeds C\$250,000 please complete this section.)*

A. Has the NPO sent 30% or more of your Gross Income overseas (circle appropriate answer)?

YES  NO

(If you have answered YES to question A above please complete questions B below).

B. Please indicate on the line below the total amount of funds sent overseas by the NPO during the last financial year?

\_\_\_\_\_

C. What percentage of gross income does the amount indicated in question B above represent? (i.e. Amount reported in question B divided by Gross Income multiplied by 100)

\_\_\_\_\_

D. Please indicate, on the line below, the name of the licensed accountant or duly qualified accountant the NPO has engaged to conduct the review of the financial statements.

\_\_\_\_\_

**4. TEN LARGEST SOURCES OF CONTRIBUTIONS RECEIVED**

List the Ten Largest sources of sums Received:	Amount
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Note: List the 10 largest sources of contributions received (i.e. Donations, crowd funding, grants, fund raising activities, etc.) for the preceding year. (Note: Not necessary to list individual donors by name.)

**5. TEN LARGEST APPLICATIONS OF CONTRIBUTIONS EXPENDED**

List the Ten Largest Applications of Contributions Expended:	Amount
1.	
2.	
3.	
4.	

5.	
6.	
7.	
8.	
9.	
10.	

**Note:** List the 10 largest sources of how contributions were applied/expended for the preceding year. (Note: Not necessary to list individuals who received contribution by name.)

**6. TEN LARGEST SALES AND PURCHASES OF PROPERTY**

Sales	Amount	Purchases	Amount

**7. TOP TEN COUNTRIES THAT FUNDS WERE SENT TO BY THE NPO**

<u>Countries money has been sent to:</u>	Amount
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	



## **CONTROLLER DECLARATION**

I, \_\_\_\_\_, controller of \_\_\_\_\_,  
*(Your name)* *(NPO name)*

1. Certify that the information provided is true to the best of my knowledge, and that there are has been no change of the material particulars of the NPO that have not been notified to the Registrar.
2. That no major occurrences have taken place that can negative impact on the reputation of the NPO and or the NPO Sector
3. That any and all matter that can be categorized as major has been reported to the Registrar of NPOs (if applicable).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date