

Appendix B – Chief Executive’s Update - Annual Compliance Checklist (for discussion)

Task	Q1 (Apr-Jun)	Q2 (Jul-Sep)	Q3 (Oct-Dec)	Q4 (Jan-Mar)	Deadline	Status
Regulators						
Charity Commission						
Annual Return	Draft trustees report & Arrange independent examination of accounts	Approve report and accounts at AGM		Submit approved annual return including inspected accounts and trustee report	31 st January (10 months after year end)	
Update trustee records			Confirm trustee details annually (synched with HwH confirmation statement date)		N/A – update as changes occur	
Companies House						
Annual Accounts - HwH	As for annual return	As for annual return	File accounts with Companies House		31 st December (9 months after year end)	
Annual Accounts - HwHT	Confirm audit not required Prepare accounts	Audit accounts if required (we anticipate we will be exempt)	File accounts with Companies House		31 st December (9 months after year end)	
Confirmation Statement - HwH		Ensure all trustees + Persons with significant control have completed online verification (Cannot file confirmation statement without this)	Confirm trustee details File confirmation statement Confirm persons with significant control		4 th November (12 months & 14 days after the ‘made up to’ date of previous statement)	

Appendix B – Chief Executive’s Update - Annual Compliance Checklist (for discussion)

Task	Q1 (Apr-Jun)	Q2 (Jul-Sep)	Q3 (Oct-Dec)	Q4 (Jan-Mar)	Deadline	Status
Confirmation Statement – HwHT		Confirm director details Confirm persons with significant control Ensure all above have completed online verification File confirmation statement			28 th August(12 months & 14 days after the ‘made up to’ date of previous statement)	
HMRC						
Company Tax Returns				File tax return for HwHT & for HwH if requested	31 st March (12 months after year end)	
Corporation Tax			Pay corporation tax/confirm not due		1 st Jan (9 months + 1 day after year end)	
PAYE returns	Monthly submissions	Monthly submissions	Monthly submissions	Monthly submissions	Day paid	
Pay PAYE bill	Monthly	Monthly	Monthly	Monthly	22 nd of each month	
Pensions Regulator						
Re-declaration	Reenrolment window opens 19/4/2026 18/10/2026 18/12/2026		Reenrolment window closes 18/10/2026 Deadline for re-declaration statement being submitted 18/12/2026		Every three years within 5 months of anniversary of original duties start date	
Funders/Commissioners						
Contract Monitoring	Submit quarterly reports	Submit quarterly reports	Submit quarterly reports	Submit quarterly reports	Aim to submit 16 th -20 th of month after quarter ends	
Setting annual KPIs				Negotiate KPIs with commissioners	31 st March	
Healthwatch England						

Appendix B – Chief Executive’s Update - Annual Compliance Checklist (for discussion)

Task	Q1 (Apr-Jun)	Q2 (Jul-Sep)	Q3 (Oct-Dec)	Q4 (Jan-Mar)	Deadline	Status
Quarterly reporting	Share any new research reports Share signposting & feedback data	Share any new research reports Share signposting & feedback data	Share any new research reports Share signposting & feedback data	Share any new research reports Share signposting & feedback data	Aim for 1 month after quarter end	
Annual report	Draft and share annual report				30 th June	
Internal Processes						
Annual Accounts	Prepare annual accounts				30 th April	
Annual report	Prepare annual report				30 th June	
Automatic disqualification		Trustees to complete ‘automatic disqualification’ form			31 st August	
Policy review	Managing information & privacy – Sep 2027 Reserves – Apr 2027 DBS – Apr 2028 TOIL – Jun 2027 Whistleblowing – Jun 2027 Finance Manual – Jun 2025	Homeworking – Sep 2026 Standing instructions – Sep 2026	Complaints – Nov 2026 Communications – Nov 2026 Equality, diversity & inclusion – Oct 2026 Safeguarding – Oct 2026 Scheme of delegation – Dec 2027	Confidentiality – Jan 2027 Customer Care – Jan 2027 Enter & view – Jan 2027 Anti-harassment and bullying – Jan 2027 Persons of Significant Control – Jan 2027 Decision-making – Jan 2027 Values & behaviours – Jan 2028	Ongoing/various	

Appendix B – Chief Executive’s Update - Annual Compliance Checklist (for discussion)

Task	Q1 (Apr-Jun)	Q2 (Jul-Sep)	Q3 (Oct-Dec)	Q4 (Jan-Mar)	Deadline	Status
Governance meetings	Board Meeting BAC Meeting FPWG x 2	Board Meeting BAC Meeting FPWG x 2	Board Meeting BAC Meeting FPWG x 2	Board Meeting BAC Meeting FPWG x 2	Ongoing agenda due 4 weeks prior to meeting papers due 1 week prior to meeting	
Data Protection	Switch Data Protection Officer provider				30 th June	
Health & Safety	Updated H&S Policy and ‘Toolbox’ to be read and signed by whole team – May 2026			Request for copies of insurance certificates with appropriate level of cover and written confirmation of valid MOT and clean, current driving licenses – Feb 2026 DSE Self-Assessments – March 2026	Ongoing/various	
Contracts (not listed here: rolling direct debits)						
Renewal dates	North Herts CVO – June 2026	Scrutton Bland / Jenston Group Ltd, Charity Insurance Brokers / Professional Indemnity – July 2026 Userway (accessibility plugin for website) – August 2026 AP Partnerships (H&S) – September 2026		Health Assured (EAP) – February 2026 Scrutton Bland / Jenston Group Ltd, Charity Insurance Brokers / Professional Indemnity – February 2026 HSJ for Ivana – March 2026		

03.06.2026

Appendix B – Chief Executive’s Update - Annual Compliance Checklist (for discussion)

HwH-28

Appendix B – Chief Executive’s Update - Annual Compliance Checklist (for discussion)**Notes:**

1. Items highlighted green are on track. Items highlighted orange are off-track but fully mitigatable or currently on track but requiring additional attention. Items highlighted red are off track and at risk of having an adverse impact on our work.
2. Policy review has been marked as orange as our finance manual is overdue for review. We are in the process of updating this now.
3. Data protection is highlighted as orange. We currently outsource the role of Data Protection Officer to an external provider and have been informed that they will be ending this service in June. We are in the process of appointing a new external provider and anticipate this being resolved by the end of Q1.