

What is a Narrative Statement?

Submitting a narrative statement is a statutory requirement for each charity wishing to remain a registered Jersey charity and should be submitted to the Charity Commissioner along with your Annual Return.

The narrative statement is a statutory requirement outlined in the [Charities \(Additional Information\) \(Amendment\) \(Jersey\) Order 2019](#). The order talks about the narrative statement as evidencing the charity's public benefit duty. This means it needs to evidence how the charity met or did not continue to deliver their public benefit.

The best place to start is to review the charitable object stated within your constitution and also remind yourself of which charitable purposes were chosen and agreed with the Charity Commissioner.

Then have a look at your Public Benefit Statement and Delivery of Activities statement agreed at the time of registering your charity. Both these statements and your charitable purposes are shown on the public register.

Whilst reviewing these pieces of information, please write a short summary that demonstrates how the charity has continued to meet these objectives. This might include where, when, how often and many people/times and with whom.

If there are any charitable objects that the charity hasn't met in the previous year, please also explain why they weren't achieved.

Providing a template is difficult as every charity is different.

Please do not replace any of your original statements on your Annual Return with the narrative statement. Please upload it with your latest set of accounts before submitting your Annual Return. If you submit your Annual Return without uploading or sending your narrative statement by email, the timing of the statutory requirement of two months after the anniversary of the registration, will still count.

If all the information required is not received within the two months allocated, it may result in a "late" status being applied to your registration on the public register. The Commissioner may also require further action and publish a "Required Steps Notice" that is also recorded on the public register.

If you have any further questions regarding the narrative statement, please call Nicky on 760811.