

Guide to completing the FCA Annual Return CCR007

When you have received Limited Permissions authorisation from the Financial Conduct Authority (FCA) - and not before - you need to register to use their Gabriel reporting software. Normally, you should receive a communication from the FCA telling you to apply for Gabriel and including a registration 'key'. They will also tell you the date for submitting your first Annual Return, through Gabriel.

APPLYING FOR GABRIEL REGISTRATION

To apply for Gabriel registration you have two options: -

1. Call the FCA on **0300 500 0597** and ask to be registered. Have a note of your 'key' when you call, and we recommend you also have your FCA registration details in front of you. These can be found at <http://www.fsa.gov.uk/register/firmSearchForm.do>, where you can search for your organisation (firm). On the call the FCA might ask you what kind of firm you are. In this context the answer is (for charities & NFPs) **'Firm without individuals with Controlled Functions'**.
2. You can register online via the following link. Just follow the instructions: <http://www.fca.org.uk/firms/systems-reporting/gabriel>.

When you are registered you will be given access to the online report for your Annual Return. As a Limited Permissions authorised debt advice 'firm' you will be asked to submit a return on an annual basis. The FCA will send you a reminder when the report is due.

Please note: The FCA could impose an administration charge of £250 on your organisation if you are late in submitting your annual return.

FILLING IN THE ONLINE RETURN

The return is very simple, consisting of 6 questions, which are detailed below with brief guidance notes as to what is required for each answer.

It is important to note that the FCA want £ figures for your organisation. This is easy if your organisation is a separate charity or NFP (not-for-profit organisation), but if your organisation is a project, satellite or part of another governing body, then you will need to extract the income specific to your project, satellite or organisation, **NOT** the entire income of the governing body. This may take some investigation if your governing body does not separately detail your accounts in their overall accounts.

1) Revenue from credit-regulated activities

As a free to client NFP service, the answer to this question is 0 (£0.00)

2) Total revenue (including activities other than credit-related regulated activities)

Revenue from question 1) above (£0.00) plus any non-debt advice income from activities which might include sales of tea and coffee, jumble sales, room hire, training income, etc. This does not include grants or donations awarded to your organisation.

3) Number of transactions involving credit-related regulated activities in reporting period

This is the total number of 'appointments' or 'consultation sessions' undertaken during the reporting period. So if you saw 1 client 5 times, the answer to this question would be 5. You are obviously going to have to check back through your appointments diary to total this up. (You may want to keep a rolling total noted week by week in the years ahead).

4) Number of complaints related to credit-related regulated activities received in period

The number of formal complaints received during the period. i.e. only any for which the complainant made a complaint under your complaints policy & procedure.

5) Credit related regulated activity carried out in relation to the greatest number of customers in reporting period

From the drop down menu, select **Not-for-profit debt counselling**.

6) Total annual income as defined in FEES 4 Annex 11BR for the purpose of FCA fees reporting

This should include **ALL** grants and donations received that **specifically relate to regulated activities** (e.g. debt counselling and debt adjusting).

To give some illustrative examples of what this means in practice: -

- If your organisation employs a caseworker funded by the Money Advice Service to provide debt advice, then this grant should be included.
- If your organisation receives funding from your local authority to provide a generalist advice service and that generalist service includes debt advice, then this grant should be included.

- However, if your organisation receives funding to provide e.g. employment advice, this grant should **NOT** be included because it does not specifically relate to a regulated activity.

(The definition of organisation used here is that used in the last paragraph on page 1 of this guide.)

Finally, hit Validate and Save when ready.

FURTHER INFORMATION

If you have any questions about Gabriel reporting, please contact David Hawkes, AdviceUK's National Money Advice Co-ordinator, on 0333 340 4383 or at david.hawkes@adviceuk.org.uk.

This guide is based on one originally produced by Community Money Advice.