

## TIMESCALES TO CONVERTING TO A CIO

<b>April 2019</b>	Trustees agree in principle to convert to a CIO at next year end (i.e. conversion to take place on 31 March 2020).
<b>May-July 2019</b>	Consult members, funders, staff and others about the principle of the conversion. Consider any changes to current governing document (objects, numbers of trustees, voting rights etc.) to be included in the CIO's constitution. If the existing charity has members, fix date for special members meeting in October to approve wind-up of existing charity (this could be combined with normal AGM in charities where an AGM is held).
<b>Aug-Sept 2019</b>	Drafting of the CIO constitution (allow for several drafts until everyone is happy). Also, detailed planning for the conversion process – allocate responsibilities and take professional advice at this stage on any issues which may not be straightforward (do not bury problems until later).
<b>September 2019</b>	New CIO constitution agreed by the applicants (the people to be the initial members – often the same as the trustees).
<b>October 2019</b>	Application to register the CIO is submitted to the Charity Commission.
<b>November 2019</b>	Resolution passed to wind up the existing charity and transfer to a CIO "as at 31 March 2020 or such other date as the trustees may decide".
<b>December 2019</b>	Respond to Charity Commission queries.
<b>January 2020</b>	CIO is formed and registered on 11 January. First meeting of CIO trustees follows. Finalise transfer agreement between the old charity and the CIO (or pre-merger vesting declaration).
<b>Feb-Mar 2020</b>	Formally notify all parties that the transfer is proceeding. Open new bank accounts for the CIO if needed. Make sure all contracts are re-established with the CIO.

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<b>31 March 2020</b>	Transfer date – all assets and liabilities of the old charity transferred to the CIO. Last accounts for the old charity will finish on this date.
<b>1 April 2020</b>	Work of the charity now undertaken through the CIO. All literature, websites, emails etc. should now show the details of the CIO (not the old charity).
<b>July 2020</b>	Trustees of the old charity hold a final meeting to approve the last set of accounts (year ending 31 March 2020) and file with the Charity Commission.
<b>31 March 2021</b>	First year end for the CIO. First CIO accounts prepared for the period 11 January 2020 to 31 March 2021 (Note that the first accounts must start from the date of incorporation, though in fact there were no transactions in the CIO's books from 11 January to 31 March 2020, so in practice the accounts cover 12 months of activity.)

***Source: Charitable Incorporated Organisations, 2nd Edition by Gareth G. Morgan, 2018  
This Information Sheet is for guidance only and does not constitute Legal Advice***



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