



Jar-gon Sounds like *jahr-guhn*,

1. the language, especially the vocabulary, peculiar to a particular trade, profession, or group: medical jargon.
2. unintelligible or meaningless talk or writing; gibberish.
3. any talk or writing that one does not understand.
4. pidgin.
5. language that is characterized by uncommon or pretentious vocabulary and convoluted syntax and is often vague in meaning.

Getting Started Jargon Buster

Annual Accounts: The summary of the organisation's financial activity for the year. Organisations with annual income over £25,000 should submit these to the Charity Commission. The Charity Commission has guidelines for how charities of different sizes should present their financial information.

Audit: Independent, objective assurance activity.

Beneficiaries: the people the organisation was set up to work with or for.

Budget: The plan for what money you will need to spend on activities. This may be for a specific project or for the whole organisation.

Capacity Building: a wide range of support, techniques and initiatives which aim to build the capacity of individuals or organisations within communities to contribute effectively to regeneration projects.

Charitable Funds: Everything that the charity does and uses for charitable activities, includes cash, assets etc. but does NOT include trading activities.

Charitable Incorporated Organisation (CIO): A legal form for charities which came into effect in 2012. CIO status provides incorporation without being a company and is regulated by the Charity Commission only.

Charitable Purpose: The reason(s) your charity exists - must be wholly and exclusively charitable. Charitable purposes are defined in the Charities Act 2011, as one that falls within a list of thirteen descriptions of purposes and is for the public benefit.

Charitable status: Charitable status is separate from legal form. Several legal forms are eligible for charitable status, but some are not. (A Community Interest Company for example cannot be a charity.) To be a charity an organisation must exist for purposes that the law recognises as exclusively charitable, and exist for the public benefit.

Charity Trustee: People who form the governing body or 'board' of a charity. Sometimes called trustees, directors, board members, governors or committee members.

Charity/charitable: a. an organisation registered with the charity commission; b. an organisation which has legally charitable objects, even if it is not registered.

Community Benefit: or community interest – for the benefit of a community – CIC's must be able to show that its objects are for a community interest purpose and all activities will benefit the community or a section of it.

Community Interest Company: a limited company, with special additional features, created for the use of people who want to conduct a business or other activity for community benefit, and not purely for private advantage (CIC Regulator)

Compact: an agreement between government and voluntary sector organisations.

Company Director: the governing body members of a company limited by guarantee, company limited by shares and a community interest company. If a company is also a charity the directors will also be charity trustees.

Company Limited by Guarantee: An alternative type of corporation, primarily used for not-for-profit organisations, no shareholders or share capital.

Company Limited by Shares: A for-profit company in which shareholders' liability is limited to the capital originally invested – personal assets are protected in the event of insolvency, but any money invested in the company will be lost.

Constitution: The governing document of an association or a charitable incorporated organisation (CIO)

Cooperative: an autonomous association of persons who voluntarily cooperate for their mutual social, economic, and cultural benefit. This includes organisations that are owned and managed by the people who use its services or by the people who work there etc.

Core Funding: an organisation's central pot of money to cover running costs and overheads.

Core Values: The major beliefs and guiding principles of the organisation

Deed: the governing document of a trust.

Evaluation: Using information from monitoring and elsewhere to make judgements on the performance of an organisation or project.

Gift Aid: allows charities to reclaim tax paid by UK taxpayers on any donations they make to UK registered charities. This can be done by means of a simple declaration and can increase the value of the donation by 25%

Governance: The systems and processes to ensure your organisation is effective, accountable, and well run.

Governing Body members: people sitting on the governing body who have been given the right to vote on decisions, in the governing document.

Governing Body: this may be called many different things (board, management committee, executive committee etc.) but is the group of people who are legally responsible for the

management of the organisation, made up of trustees (charity), directors (company) or people who fulfil these roles.

Governing Document: a document setting out the objects of the organisation and the 'rules' by which it will run. This document will take a different form depending on the legal structure of your organisation.

Impact: Broader or longer-term effects of a project's or organisation's outputs, outcomes and activities.

Income Spectrum: four main income streams running from 'asking to earning' i.e. gift, grants, contracts, open market.

Income: the sum of all surplus, donations, grants, contracts etc. coming in to the organisation within a specified time frame – normally the financial year.

Incorporated organisation: an organisation registered as a company limited by shares or guarantee, community interest company, charitable incorporated organisation (CIO) or industrial and provident society, or incorporated by charter or statute, providing the organisation with a legal personality of its own, limiting the individuals' liability.

Incorporation: creating a legal identity for an organisation – usually by registering it as a company. Once incorporated the organisation becomes 'a corporate body', and the board members have reduced personal liability.

Industrial & Provident Society: a legal structure only available to genuine cooperatives and voluntary sector organisations carrying on an industry, trade or business for the benefit of the community.

Infrastructure: The physical facilities, structures, systems, relationships, people, knowledge and skills that exist to support and develop, coordinate, represent and promote front line organisations, thus enabling them to deliver their missions more effectively.

Input: All the resources a project or organisation needs to carry out its activities
It also provides charities with a positive opportunity to demonstrate the benefits they bring to the public, in return for the financial and other benefits that come from being a charity, such as public support. (Charity Commission Guidance)

Legal form: how the organisation is seen by the law, e.g. company, trust or association. Legal forms can be either incorporated or unincorporated. This determines whether it is incorporated or unincorporated and the nature of its governing document.

Liability: the things that Trustees are responsible for in terms of running the organisation in accordance with charity rules. Liabilities arise out of the duties the trustee takes on for the organisation of which he or she is a trustee. These are personal obligations which come with being a trustee.

Local Strategic Partnership: partnerships of stakeholders who will develop ways to involve local people in shaping the future of their neighbourhood in how services are provided.

Management Accounts: The ongoing records of what money a charity has, and what money is coming in to and going out of the organisation. Management accounts should be kept up to date

at all times to present an accurate picture of the organisation's financial situation, and should be scrutinised by all trustees at their regular meetings.

Management Committee: a term used to describe the governing body of an organisation

Members of the organisation: the individuals or in some cases organisations defined as members by the organisation's governing document, and entitled to attend and vote at the AGM and other general meetings and to exercise other rights of members granted under the governing document.

Memorandum & Articles of Association: the governing document for a Company Limited by Guarantee and a charitable company

Mission (overall aim): Why an organisation or project exists and the broad effect that it wants to have. A summary of the overall difference it wants to make.

Monitoring: Collecting and recording information in a routine and systematic way to check progress against plans and enable evaluation

Not for profit organisations: organisations set up to benefit the public not primarily for profit. Not for profits can make surplus or profit, but this must go towards furthering the organisations purpose. These organisations are often charitable but not always.

Objects: what the organisation has been set up to do, as set out in the governing document. They describe who the beneficiaries are and within what geographical area.

Outcomes: The changes, benefits, learning or other effects that result from what the project or organisation makes, offers or provides.

Outputs: Products, services or facilities that result from an organisation's or project's activities.

Patron: a person (usually famous) that lends the organisation their name to an organisation to help promote its activities/cause. Often not members of the organisation, being a patron does not give voting or decision making rights.

Powers: what the organisation can do in order to achieve its objects. These must be set out in the governing document.

President: similar to a patron, this may be someone appointed to champion the cause such as a celebrity. Sometimes former trustees or outgoing founders of an organisation are offered a presidency. This is not a decision making role but may still have opportunities to contribute to discussions.

Project: a piece of work with time and resource limits, working towards pre-defined aims and objectives.

Project Plan: The process and written document stating how to complete a particular project within a certain timeframe, usually with defined stages, and with designated resources. An organisation is likely to have more than one Project Plan at any one time.

Public Benefit: Public benefit is an essential part of what it is to be a charity. {It} is...a legal requirement that charities have to meet and that {the Charity Commission} regulate.

Public Sector: That part of the economy that is concerned with providing government services (health, education, social security etc.).

Purposes: To be a charity an organisation must have purposes or ('aims') all of which are exclusively charitable; a charity cannot have some purposes which are charitable and others which are not (Charity Commission). The Charities Act 2011 sets out 13 charitable purposes under which your charities objects must fall.

Rules: the governing document of an industrial and provident society.

Skills Audit: assessment of abilities within a group or individuals, usually when planning a project/programme of work. Trustee boards may complete a Skills Audit to ensure they have all the skills needed, and may choose to recruit new trustees based on any gaps identified.

Social Enterprise: Social enterprises are businesses with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners. No statutory definition and not a legal form, this is more of a mind-set.

SORP: Statement of Recommended Practice. Audited accounts and financial statement that goes into the public domain.

Stakeholders: the people and organisations that are affected by or can affect your organisation. They are likely to include: your beneficiaries, your staff, your volunteers, your members or supporters, your donors, other funders, government, regulators and the general public.

Strategic Plan: The process and written document which sets out the direction of the organisation from the present to where it would like to be in five or ten years.

Strategy: A way of mobilising an organisation in its direction of travel: setting direction, analysing what the organisation needs to do, planning, implementing, and evaluating the plan.

Subscriber: a. When setting up a company, the subscribers are., at least one person, but generally more, who state that they wish to form a company in the memorandum of association.

Sustainability: Continuation of benefits after major assistance ends. The probability of longer-term benefits.

Trust: an organisation set up where property or money has been given to a settlor, donor or trustee, with the intention that the property or money is held, not as personal property, but on behalf of beneficiaries.

Trustees Annual Report: the written report of a charity's yearly activity. Includes both description and financial information (annual accounts). The charity commission has guidelines for what should be included in the description and the annual accounts, and charities of income over £25,000 must submit their Trustees Annual Report to the Charity Commission each year.

Trustee: A member of a board that manages the affairs and administers the funds of an institution or organisation

Unincorporated Association: an organisation, usually in the form of an association or trust, which is not incorporated i.e. has no legal personality, therefore liability falls with the individual trustees.

Vision: The ideal state a project or organisation wants the world to be in. What the world will look like if the project or organisation is successful in achieving its mission.

Voluntary Organisation: no statutory definition, but generally a voluntary organisation is one set up by people who want to benefit the community or public, normally on a not for profit bases.

Volunteer: people receiving no payment other than reasonable reimbursement of expenses.

Workforce Development - The process of developing the skills and knowledge of paid staff, volunteers and trustees and board members, underpinned by good management and good employment practice. It also includes work to attract new people to work in the sector so it can flourish and grow.

Common Abbreviations

VCS – Voluntary and Community Sector
CVO - Council for Voluntary Organisations
CVS - Council for Voluntary Services (e.g. Community Southwark)
VSO – Voluntary Sector Organisation
TSO – Third Sector Organisation
BMER – Black Minority Ethnic Refugee
NEET – Not in Education Employment or Training
LGBT – Lesbian Gay Bisexual and Transgender
BSU – Business Support Unit
TRA – Tenants and Residents Association
AGM - Annual General Meeting
IIC - Investing in Communities
LAA - Local Area Agreements
LSC - Learning and Skills Council
LSP - Local Strategic Partnership
CRB - Criminal Records Bureau
NAVCA - National Association for Voluntary and Community Action
YOS - Youth Offending Service

Resources

- The Russell-Cooke Voluntary Sector Legal Handbook, Third Edition (Hard Copy)
- Get Legal Website www.getlegal.org.uk
- CIC Regulator <http://www.bis.gov.uk/CICREGULATOR>
- Charity Commission <https://www.gov.uk/government/organisations/charity-commission>
- Social Enterprise UK <http://www.socialenterprise.org.uk/>
- Directory of Social Change <http://www.dsc.org.uk/Home#.VA75VaM1jcs>
- Charities Evaluation Services <http://www.ces-vol.org.uk/>

Support

If you would like any support with starting up and picking a legal structure or any other issues facing your organisation, please contact the Development Team at Community Southwark: development@communitysouthwark.org or 020 7358 7020