Community Interest Companies User Guide

What is different for a Community Interest Company in Tax Optimiser — the normal CT600 and accounts, flagging the organisation as a CIC, and preparing, signing and filing the CIC34 community interest report.

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A Community Interest Company files the same CT600 and accounts as any company. The difference is the CIC34 report it sends to Companies House each year - here is how to prepare it in Tax Optimiser.

Community Interest Companies: the CT600 and the CIC34 report

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IN SHORT

- A CIC files a normal CT600 - no CT600E, no charitable exemption; leave the Corporation Tax company type at Not applicable
- Tick Community Interest Company (CIC) and set Limited By on the organisation Company Details tab; a Companies House sync sets both for you
- The CIC34 community interest report goes to Companies House with the accounts, never to HMRC
- Prepare it from the period's Companies House Submission screen - Prepare CIC34 report
- Parts 1 and 2 (activities and stakeholder consultation) are free text; Parts 3 and 4 say "None" where nothing applies
- Part 5 (dividends) appears only for a CIC limited by shares
- Download the PDF, have a director sign it and deliver it with the accounts; the CIC34 has its own filing fee

A **Community Interest Company (CIC)** is a limited company set up to benefit the community rather than its owners. It is registered at Companies House like any other company — usually limited by guarantee, sometimes by shares — with two extra features: an **asset lock**, which stops its assets being taken out for private benefit, and the **community interest test**, which the CIC Regulator checks when the company is formed. For tax, a CIC is simply a company. So in Tax Optimiser almost everything works exactly as it does for any limited company. The one addition is a yearly report to the Regulator, the **CIC34**, which Tax Optimiser helps you prepare.

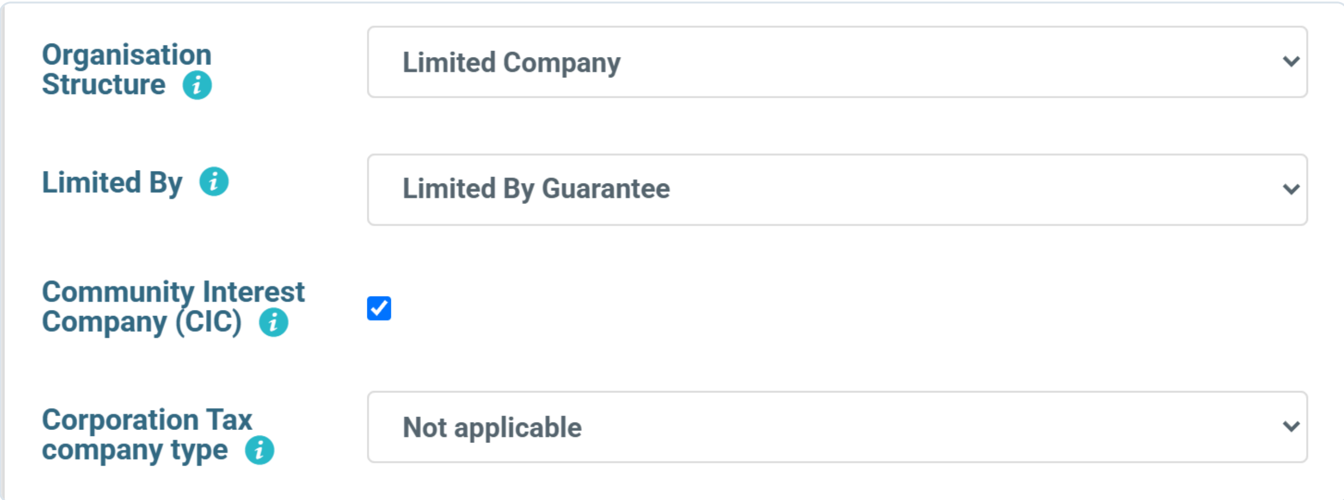
What is different for a CIC, and what isn't

- **The Corporation Tax return is a normal CT600.** A CIC is not a charity, even when its purpose is charitable, so it gets no charitable tax reliefs: its profits are taxed at the normal rates, there is no CT600E exemption page, and on the return the **Corporation Tax company type** stays as **Not applicable**. Build the computation and file the return exactly as the *Corporation Tax series* describes.
- **The statutory accounts are normal company accounts.** A CIC prepares and files annual accounts at Companies House like any other company, and a small CIC can use the micro-entity or the small-company format. See the *statutory accounts guide*.
- **The CIC34 is the extra.** Every year a CIC must deliver a **community interest company report (form CIC34)** to Companies House *with its accounts*. It explains what the company did for the community, how it involved the people it affects, what its directors were paid, and whether any assets left the company other than at full value. The CIC34 goes to **Companies House, not HMRC** — it is never part of the CT600.

Tell Tax Optimiser the company is a CIC

Open your organisation settings. On the **Company Details** tab, with **Organisation Structure** set to **Limited Company**, two settings appear:

- **Limited By** — *Limited By Guarantee* for most CICs, which have members rather than shareholders; *Limited By Share* if the CIC has issued shares.
- **Community Interest Company (CIC)** — tick it.



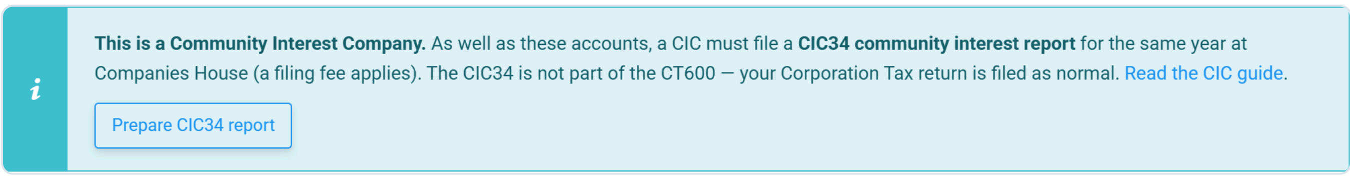
If the organisation has its Companies House number saved, you may find both are already set: when Tax Optimiser syncs with the Companies House register it reads the company's type and whether it is a CIC, and fills them in for you. A sync only ever *adds* the CIC tick; it never removes one you have set yourself.

If you are an accountant setting up a client, the same two settings are on the **Create organisation** screen under the company structure.

> **Leave the Corporation Tax company type at "Not applicable".** It is tempting to choose *Charity or owned by a charity* for a community company, but a CIC cannot be a registered charity and cannot claim charitable exemption. Choosing it would add a CT600E claim the company is not entitled to make.

Where the CIC34 lives

Because the CIC34 is delivered with the accounts, Tax Optimiser puts it with the accounts filing. Open the accounting period, go to **Companies House Submission**, and a CIC sees this notice above the submission steps:



Choose **Prepare CIC34 report**. The report is saved against the accounting period, so each year has its own, and the company name, number and year end are taken from the period so they always match the accounts the report is filed with — the Regulator rejects a report whose name or date does not match.

Complete the report

The form follows the Regulator's own CIC34 template, part by part:

CIC34 Community Interest Company Report — year ending 31 March 2025

Example Community Cafe CIC (99999999). Company name, number and year end come from this accounting period so the report matches the accounts it is filed with.

Part 1 — Activities and impact

A general account of the company's activities in the year, including how they have benefited the community.

☐ A social audit report covering these points is attached

The company runs a community café on Example High Street that employs and trains young people leaving care. During the year it served 21,400 customers, provided 1,860 hours of paid work experience to 14 trainees, and eight trainees moved into permanent jobs in hospitality.
Surplus from the café funded a free Tuesday lunch club for older residents, attended by an average of 32 people each week.

Part 2 — Consultation with stakeholders

Who the stakeholders are, how they were consulted, and what the company did in response.

☐ There has been no stakeholder consultation held

Our stakeholders are our trainees, their referral workers at the local authority, our customers and the lunch club members. We held two open meetings and ran a customer survey (412 responses). In response we extended opening hours on Saturdays and added a second lunch club sitting.

Part 3 — Directors' remuneration

Leave an amount blank (or 0) and the report states "None has been paid".

Where this is shown in the accounts (optional)	Note 4, Directors' remuneration
1(a) Total remuneration for qualifying services (£)	18000
1(b) Long term incentive schemes (£)	
1(c) Company pension contributions for directors (£)	
1(d)(i) Directors accruing benefits — money purchase schemes	
1(d)(ii) Directors accruing benefits — defined benefit schemes	
2. Compensation for loss of office (£)	
3. Sums paid to third parties for directors' services (£)	

Part 4 — Transfers of assets other than for full consideration

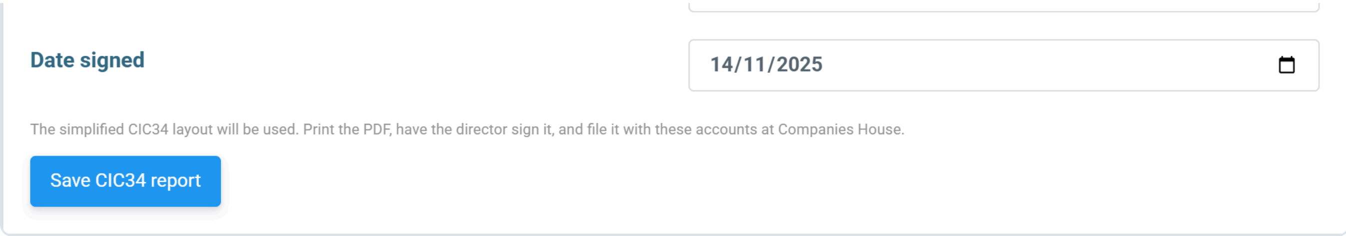
☑ None

Part 6 — Interest at a performance-related rate

☐ The company had a debt or debenture with a performance-related rate of interest during the year

Part 7 — Signatory

Director signing the report	Sam Fletcher

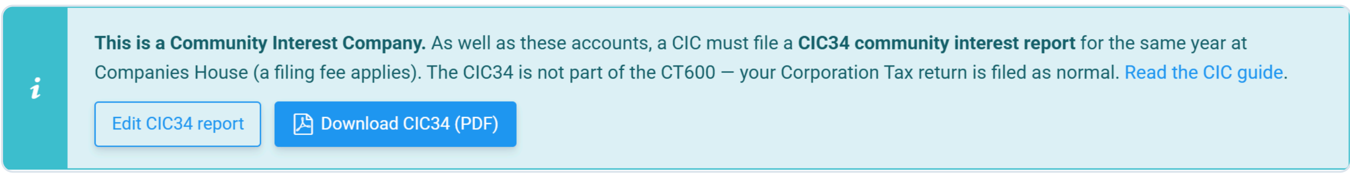


- **Part 1 — Activities and impact.** What the company did in the year and how it benefited the community. Be specific: numbers of people helped, hours delivered, what the surplus paid for. If you have a social audit report that covers this, tick the box instead and attach it when you file.
- **Part 2 — Consultation with stakeholders.** Who is affected by the company's work, how you asked them, and what you changed as a result. If there was no consultation you must say so — tick *There has been no stakeholder consultation held*.
- **Part 3 — Directors' remuneration.** Pay, long-term incentive schemes, pension contributions, the number of directors building up pension benefits, compensation for loss of office, and anything paid to a third party for a director's services. Leave a line blank and the report says *None has been paid*. If the accounts already give these figures, say where (for example "Note 4").
- **Part 4 — Transfers of assets other than for full consideration.** Anything given away or sold below market value. Most CICs tick *None*. If there were transfers, describe the asset and its value, the recipient, whether it is an asset-locked body, and how the transfer benefits the community.
- **Part 5 — Dividends** appears only for a CIC **limited by shares**. Tick it if a dividend was declared or proposed for the year and give the details the dividend cap requires; if not, the report states that none was declared.
- **Part 6 — Performance-related interest.** Only if the company had a loan or debenture whose interest rate varied with its profits or turnover.
- **Part 7 — Signatory.** A director must sign the report. The name is filled in from the director who signs the balance sheet; add the date it is signed.

A CIC with nothing to report in Parts 5 and 6 files the **simplified** CIC34; one that paid dividends or performance-related interest files the **detailed** version. You do not choose — the layout follows your answers, and the screen tells you which will be used. Choose **Save CIC34 report** when you are done; you can come back and edit it until it is filed.

Download, sign and file it

Once saved, the notice offers **Download CIC34 (PDF)**.



The PDF is laid out in the order of the Regulator's form, with dates written in full ("31st March 2025") as the Regulator requires:

CIC 34

Community Interest Company Report

Company Name in full	Example Community Cafe CIC
Company Number	99999999
Year Ending	31st March 2025

PART 1 – GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT

The company runs a community café on Example High Street that employs and trains young people leaving care. During the year it served 21,400 customers, provided 1,860 hours of paid work experience to 14 trainees, and eight trainees moved into permanent jobs in hospitality.
Surplus from the café funded a free Tuesday lunch club for older residents, attended by an average of 32 people each week.

PART 2 – CONSULTATION WITH STAKEHOLDERS

Our stakeholders are our trainees, their referral workers at the local authority, our customers and the lunch club members. We held two open meetings and ran a customer survey (412 responses). In response we extended opening hours on Saturdays and added a second lunch club sitting.

PART 3 – DIRECTORS' REMUNERATION

This information is also given in the accounts: Note 4, Directors' remuneration

1(a) Total remuneration paid to or receivable by directors for qualifying services	£18,000.00
1(b) Money and net value of assets under long term incentive schemes	None has been paid
1(c) Company contributions to pension schemes in respect of directors	None has been paid
1(d)(i) Directors accruing retirement benefits under money purchase schemes	None
1(d)(ii) Directors accruing retirement benefits under defined benefit schemes	None
2. Compensation to directors for loss of office	None has been paid
3. Sums paid to third parties in respect of directors' services	None has been paid

PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION (EXCLUDING DIVIDENDS)

None.

PART 7 – SIGNATORY

The original report must be signed by a director of the company, attached to the accounts for the same year and delivered with them to the Registrar of Companies. A filing fee is payable on the CIC34.

Director	Sam Fletcher
Signed	
Date	14th November 2025

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1. **Print it and have a director sign it.** The original must carry a director’s signature.
2. **Deliver it to Companies House with the accounts for the same year.** The CIC34 has its own filing fee (£15 on the Regulator’s current form). The form directs you to attach it to the accounts and send both to Companies House, Crown Way, Cardiff CF14 3UZ.

> **Tax Optimiser prepares the CIC34 but does not send it.** The report is not part of the accounts submission Tax Optimiser makes to Companies House, and it is never sent to HMRC with the CT600. If you file the accounts electronically, check with Companies House or the CIC Regulator (cicregulator@companieshouse.gov.uk) how they want the CIC34 delivered to accompany them, so the two are matched on the public record.

Each year

When you create the next accounting period, the CIC setting carries forward and the new period gets its own blank CIC34, again with the signing director filled in. The Corporation Tax return and the accounts follow the normal company journey every year.