



Report &
Financial Statements
of the
Yoxford Village Hall
for the year ended

30 September 2019



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1. Background and Governing documents

Yoxford Village Hall is registered charity, charity number 304846. The postal address of the hall is: *Yoxford Village Hall, Old High Road, Yoxford, Suffolk, IP17 3HL*

It was established as a trust by deeds of conveyance dated 15 August 1959 and November 1959. There was a preceding Conveyance dated 29 June 1936.

The governing documents can be found on the Yoxford village website:

<https://www.yoxford.org.uk/community/yoxford-14879/village-hall>

2. Structure and Management

The charity (initially called the Foundation) is administered to conform with the provisions of this Deed under the name of Yoxford Village Hall, by the Committee of Management, who are the administering trustees.

The land was vested by the initial Committee with the Official Trustee Charity Lands in March 1960.

The Committee of Management consists of Elected and Representative Members and includes co-opted members from time to time.

Elected Members

The governing document provide for six Elected Members of the Committee to be appointed at the AGM, for a term of office commencing at the end of the AGM and expiring at the end of the AGM the following year.

Representative Members

The governing documents also provide for up to nine Representative Members of the Committee to be appointed by such organisations as are set out in Schedule 2 of the documents. Their names shall be notified by each appointing organisation to the Secretary of the Committee. They shall be Appointed before the AGM in any year and shall serve for a period from the end of the AGM next after their appointment until the end of the AGM the following year.

Several of the organisations referred to in schedule 2 of the governing document no longer exist. Consequently, there are currently fewer members of the Management Committee.

Co-opting members

The Committee have the power to co-opt not more than two members to hold office until the end of the AGM following the co-option.

Re-appointment and re-election

A member of the Committee may be re-appointed or re-elected, subject to the terms of the governing documents.



Additional Members

Applications for representation on the Committee may be received from any new or newly-formed organisation operating in the area of benefit.

The Committee may pass a resolution at a duly constituted meeting, supported by not less than two-thirds of all the members of the Committee, to allow such organisation to appoint a Representative Member of the Committee, as if such organisation had been specified in Schedule 2.

3. Members of the Management Committee

Name	Elected / Representative	Role
Laura Greenberg	Elected	Chairman
Sheena Tower	Elected	Secretary
Rita Powell	Elected	Treasurer
Marjorie Johnson	Elected	Bookings officer
Julian Lock	Elected	Bookings officer
Janet Tibbett	Elected	Local Fundraising
Carol Lee	Representative	St Peters church
Ann Lambert	Representative	Parish Council
Vacancy	Representative	Cricket Club
Annie Groves	Representative	Yoxford & Peasenhall Primary School

Other people are invited to join aspects of the of Management Committee meetings at certain times to provide support and advice to the Committee. The Committee acknowledges and thanks the following people for their valuable and enthusiastic support during the year:

• Michael Stennett	• Steve Wheeler
• Alison Hackwell	• Stephen Siddall
• Hazel Wheeler	• Russell Pearce

The committee met 11 times during the year, to discuss various aspects of the operations of the hall, including bookings, maintenance, fundraising and finance.

4. Aims & Purpose

The aims and purpose of the Yoxford Village Hall are set out in the governing document, which state that:

“The property is held on Trust for the purpose of a Village Hall, for use of the inhabitants of Yoxford and the neighbourhood, without distinction of sex, political or religious opinions.

In particular for use for meetings lectures and classes and other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the inhabitants.”

5. Building and Fabric

The original wooden building is over 100 years old, having initially served as a hut for servicemen in the first world war. Over the years it has been extended, as the needs of the



residents of Yoxford changed. It was rendered and extended many years ago, to improve it. The render has now become a problem as the wooden structure beneath appears to be rotting in several areas and investigations to stop the rot are ongoing at the time of writing. The stage end of the building was the latest extension, this has a block base with foundations.

The Committee recognises that significant funds are required to either refurbish or replace the hall, given its age and current state of repair. Professional advice was sought in 2015/16/17 and 2019. In 2019 a professional engineers report was received, which outlined the main refurbishment requirements, in summary being:

- strengthening and replacing the whole roof, lining and internal redecoration,
- removal of existing wall linings insulate and line the walls, plaster and redecorate.
- Remove existing external render finish and replace with new render on expanded lathing base and redecorate
- Replace floor in small hall
- Alterations and extensions to electrical installations.

As a result, a plan was initiated to obtain quotations from a Quantity Surveyor to facilitate applications for major funding grants and donations. At the time of writing, it was established that c£220k would be required to carry out the specified work on the small hall alone. To date it has not been possible to identify enough grant funding sources to enable firm plans to be made in the short term. Consequently, the Committee is working with the Parish Council to establish whether the essential work on the large hall can be carried out using a modular approach and as a community project.

We are very aware that this approach will be time consuming and complex, but as reported last year, we heard in early August 2018 that our Big Lottery application was not successful; given the lack of other grant funding sources, it is necessary to consider other options, as set out in the paragraph above.

6. Ongoing Maintenance

Maintenance of the hall is an important aspect of the role of the Committee. The support from volunteers, both ad-hoc and regular, to help is very much appreciated. Volunteers help to keep the operating costs down, thereby ensuring that the hire costs of the hall remain competitive and affordable for the residents of the village.

If you would like to volunteer to help, please contact any member of the Committee.

During the year, a fire safety assessment was conducted and the water heater in the kitchen was serviced.

The tennis courts were pressure washed in preparation for the new season and this cost was met from the Sports Group funds as usual.

Grass cutting was outsourced at a cost of £550. This approach will be reviewed at the start of the 2020 summer season. The hedge cutting and other external maintenance, including clearing a large overgrown area of the car park, was very kindly conducted by volunteers

The bar area was refurbished in the large hall, removing some rotting wood and replacing the counter top, at a cost of £470, including labour and materials.



7. Local Fundraising

Several local fundraising events have been held during the year and an enormous amount of effort has been put in by local people. All the money raised at these events (net of expenses) has been deposited in the fundraising account with Barclays Bank and in the Ipswich Building Society Account held specifically for New Build purposes (see paragraph 8 below). The significant events, the main organisers and the net funds raised were:

eBay selling site	(Alison Hackwell)
Monthly Markets	(Janet Tibbit)
Post Office teas	(Janet Tibbit)
2 Quiz Nights	(Sheena & Dave Tower)
Pamper night	(Janet Tibbett)
Clearance & bar boot sales	(Alison Hackwell & Janet Tibbit)
Malaysian Supper	(Marjorie Johnson)
Pop-Up café	(Julian Lock)
Christmas Jumper sale	(G&Ts café)

In addition, we have gratefully received donations during the year totalling £2,613 from residents.

The Committee would like to thank everyone who has supported these events; organisers, volunteer helpers and attendees. The help and support of the residents is invaluable, and we hope you will continue to offer it in the future.

When the Hall is used for Hall fundraising events, a token fee of £25 is normally deducted from funds raised and deposited in the current account, towards operating expenses of the hall.

8. Gift Aid

The Committee received confirmation in November 2019 that HMRC had recognised the charity for tax purposes. The recognised officials are Laura Greenberg and Rita Powell. The HMRC charity Gift Aid reference number is ZD04209. This means that we are now able to claim Gift Aid on eligible donations, providing a welcome 25% extra into our funds.

If you are a UK tax payer and you want to donate, please contact a Committee member, who will be happy to provide a simple Gift Aid Form for you to complete sign and return so that we can claim the extra 25% Gift Aid from HMRC.

9. Banking and Savings Deposits

The Committee hold three accounts with Barclays bank (2 Business Current Accounts, one of which is for Sports group income and expenses and 1 Business Savings Account).

The Committee also holds three accounts with the Ipswich Building Society (a Community Account and a Treasurers Account and a Sports Group Account).

Usage of these accounts was reviewed during 2018 and continues as follows:

- Barclays Business Community Account. No. 50037990: used for regular and ad-hoc income from hall hire and for payment of operating expenses.



A cheque book is held by the treasurer and 3 Committee members are authorised signatories. On-line banking was set up during 2018 and now most suppliers are paid online, subject to the usual dual control facility that applies to charity bank accounts. Hall users are also encouraged to pay for their bookings by bank transfer.

- Barclays Business Premium Account. No. 1099814: used for initial banking of net cash and cheques from fundraising events.

There is no cheque book for this account. Authorised movements can be made online between the two accounts. Payments to other organisations (including the Committees' Ipswich Building Society Accounts) must be made by 2 authorised signatories transferring monies to the Barclays Current Account and then on to the Ipswich Building Society Account.

- Barclays Community Account (Yoxford Sports Group) Account No. 90997625: used for Sports Group membership renewals and Sports group related expenses.

The Treasurer holds the cheque book for this account and 2 Committee members are authorised signatories. On-line banking was set up for this account in 2019. General expenses for the Sports Group are minimal, but wherever possible. Payments are made via on-line banking.

- Ipswich Building Society - Community Account. No. 601938207: the designated New Build Account.

This account gives rise to the highest rate of interest, (similar terms being no longer available). Given the level of funds held, this was deemed to be the most appropriate account.

- Ipswich Building Society – Treasurers Account. No. 800034906: the designated Reserve Account. (See para 9 below).
- Ipswich Building Society – Sports Group Account No. 0801117: excess Sports Group funds are transferred from the Barclays Bank account to this account to ensure interest is earned.

10. Reserves Policy

The Management Committee currently holds a reserve of £5,000 (plus interest) for unforeseen major expenses and emergencies, which is held in the Treasurers account with the Ipswich Building. This policy will be reviewed and may be reduced, once the refurbishment costs become clearer and the risks are reduced.

11. Insurance

The Committee has public liability insurance as well as building and contents insurance. Insurance premiums for the year were **£1,613**.



12. Bookings

The Committee review the booking fees at the start of each year. No increase was applied for 2019. The rates and booking form can be found on the Yoxford Village Website.

<https://www.yoxford.org.uk/community/yoxford-14879/home/villagehall/>

Affiliated Groups

The hall is used by several affiliated groups, who have regular events throughout the year. The basic criteria for affiliation are at least 10 bookings in each financial year, plus compliance the terms of usage. A fee of £30 is payable to become affiliated and discounted booking fees apply.

At the end of the year the affiliated groups were as follows:

Barley Brigg Morris Dancers	
British Legion	Praise & Worship
Coastal Leisure Learning (Chi Kung)	Rural Music Initiative
Meet & Greet club	Sports Group (Tennis & Table Tennis)
St Peters Church	Yoxford Parish Council
YoxVox (Song & Sounds)	Yoxford Bowls Club (carpet bowls)
Yoxford & Peasenhall Primary School	Yoxford Cricket Club

Income of £6,490 (2018 - £5,429) was generated from these affiliated groups of the Hall.

Ad-hoc usage

The Hall is also used by residents and businesses for parties and events throughout the year. Discounted booking fees apply for Yoxford residents. Booking forms can be found on the Yoxford Village website.

Income of £4,220.05 (2018 - £2,463) was generated from ad-hoc bookings during the year. In addition, sundry receipts of £864 (2018 -£5,704) were received.

13. Sports Group

The Sports Group was, until January 2019 a Sub-Committee of the Village Hall. At the 2018 AGM, it was agreed that the responsibility for the Sports Group, including maintenance of the tennis courts and Treasury would revert to the Management Committee. As indicated earlier, the Sports group bank account has been maintained and continues to be used for the collection of membership fees and the payment of Sports Group related expenses.

Members of the Sports Group pay an annual fee for use of the 2 on-site tennis courts and for playing table tennis. Non-members can hire the courts, subject to prior booking, payment and compliance with the normal terms and conditions.

The tennis courts have continued to be maintained in very good condition and it is also possible to play netball and five-a-side football in the courts.

During the year, the Chairman held a tennis open day, to which all residents were invited, in an attempt to promote the facilities and encourage more residents to make use of the courts. Free tuition was offered to anyone coming along.

Also, during the year, the courts were hired by Saxmundham tennis club whilst their courts were being refurbished. This provided welcome additional income for the Sports Group.



14. Financial Review

Accountant and Auditor

The Management Committee decided to re-appoint Stephen Bullard FMAAT of Mid Suffolk Accountancy Services Ltd as the auditor for the year under review.

Address: Unit 3. The Old Stables, Bosmere Hall, Creeting St Mary Ipswich, IP6 8LL

Financial overview

The financial statements have been prepared on a cash basis.

A reserve of £ 3,400 (separate from the Reserve Account of £5,000 plus interest) had been held in the operating bank account at the 2018 year-end to finance a possible on-line booking system and towards the cost of a structural survey for the Hall. The on-line booking system has not been pursued.

After the year end, £3,000 of excess funds were transferred to the New Build Fund and £2,000 excess continued to be held in the operating bank account.

The fees for the surveyors' report, architectural input and the Quantity Engineers report regarding refurbishment were not received prior to the year end. These fees are anticipated to be in excess of £4,000.

Analysis of expenses incurred during the year are included in Notes 3 -7 of the accounts. The Committee keeps expenses under review and a financial report was reviewed at least 4 times during the year.

During the year, the Committee reviewed the gas and electricity suppliers. As a result, the gas supplier was changed to Opus Energy as this provided a significant saving, owing to the non-application of a standing charge. British Gas continues as the electricity supplier, at a reduced cost owing to the agreement to a longer-term contract.

The broadband contract also expired during the year and, following the year end, it was renewed with BT at a reduced rate for a 2-year contract.

During the year, an application for a grant from a Company called Henekel was successfully made on behalf of the Committee by a local resident and volunteer. As a result, display boards, were purchased at a cost of £931, which to date have been used by the local history society and at the Produce Show and is available for hire by future hall users.

The Committee is very grateful to the applicant and to Henekel for this donation.

The reduced level of income from local fundraising events was to be expected, given the duration of fundraising activity over recent years. Nevertheless, the Committee is proud and grateful for the sustained efforts of fundraisers and the amounts raised from a small village.

The total fundraising account stood at £51, 810 at the year-end (Building Society Account £50,180 + Bank Account £1,630).



15. Annual General Meeting

The governing document provides for an annual general meeting to be held in October each year, or as soon as practicable thereafter.

In 2018 it was decided that the AGM would be moved to January and it has been agreed to hold the 2019 AGM in January 2020.

The date has been set as 22nd January 2020. All inhabitants of the neighbourhood over the age of 18 are entitled to attend and vote at the AGM.

A proposal will be made to the AGM to appoint the Parish Council as Sole Trustee of the Village Hall.



16. Notes to the Financial statements 2019

Income

1. Special Efforts (paid to New Build Fundraising Account)

	2019	2018
eBay selling site	£1,510.40	£2,300.82
Monthly Markets	£ 763.46	£2,289.35
Post Office teas	£ 1,075.24	£1,151.02
2 Quiz Nights	£ 1,067.40	£1,152.23
Yoxford Open Gardens	£ 40.00	£ 637.00
2 Clearance Sales	£ 115.82	£ 603.25
The Produce Show & calendars	£ 440.45	£ 579.20
Malaysian night	£ 504.00	£ -
Pamper night & raffle	£ 195.00	£ 498.80
Pop-Up Cafe	£ 290.35	£ -
Waitrose Green token Scheme	£ -	£ 400.00
Bangers & Mash night	£ -	£ 383.24
G&Ts Christmas Jumper auction	£ 200.00	£ 200.00
Raffles, lucky dips etc	£ 224.08	
Easy Fundraising	£ 101.14	£ 68.73
Total	£6,527.34	£10,262.64

Donations of **£2,613** were gratefully received from residents and **£908** from Henekel to purchase display boards.

2. Sundry Receipts

	2019	2108
Licence fee for builders use of car park	£ -	£4,500
Sale of lawnmowers	£ -	£ 535
Contributions from Parish Council towards operating expenses	£ 970	£ 400
New Age Curling (Coastal Leisure Learning)	£ -	£ 240
Refund on unused paint	£ -	£ 29
Tent Hire	£ 200	
Total	£1,170	£5,704

Expenditure

3. Cleaning

	2019	2018
Hall cleaning	£2,130.00	£2,190.00
Cleaning materials	£ 261.39	£ 96.36
Window cleaning	£ 112.00	£ 140.00
Refuse collection service	£ 694.52	£ 673.76
Pest Control	£ 148.80	£ 111.60
Total	£3,346.71	£3,211.72



4. Utilities

	2019	2018
Electricity (*)	£1,612.10	£1,124.82
Gas	£ 130.69	£ 140.70
Water rates	£ 111.83	£ 140.70
Total	£1,854.62	£1,406.22
(*) less £656 collected from meters		

5. Maintenance

	2019	2018
Paint & materials for refurbishment	£ 76.97	£ 638.09
Fire security checks	£ 331.14	£ 382.14
Plumbing & repairs	£ 212.60	£ 353.48
Fire Risk Assessment	£ 361.14	£ -
Gas water heater service	£ 168.00	£ -
Materials & labour - repairs to bar	£ 490.95	£ -
Pat Test electrical appliances	£ 54.00	£ -
Misc. stationary	£ 19.90	£ -
Total	£ 1,714.70	£ 1,373.71

6. Sundries

	2019	2018
PRS & PPL music licence	£155.30	£135.24
Misc. stationary		£119.38
Asbestos survey	£340.00	£ -
Tablecloths	£193.08	
Contribution to local charity	£100.00	
Steps, post box, cigarette bin	£ -	£119.43
Paper feed dispensers	£ -	£107.50
CAS conference & advice	£ -	£ 75.00
Audit services	£360.00	
Display Boards	£931.51	
Total	£2,079.89	£556.55

7. Capitalised expenditure

	2019	2018
Commercial Cooker & fitting	£ -	£1,215.00
Kitchen utensils	£ -	£ 121.73
Vacuum cleaner	£ -	£ 59.99
Total	£ -	£1,396.72

YOXFORD VILLAGE HALL

INCOME AND EXPENDITURE ACCOUNT For the year ended 30 September 2019

	2019		2018	
	£	£	£	£
INCOME				
Hire of hall: Quota Clubs	6,490.50		5,429.42	
Sundry lettings	<u>3,649.10</u>		<u>2,463.50</u>	
		10,139.60		7,892.92
Special efforts	Note 1	6,527.34		10,262.64
Donations		3,521.79		439.00
Sundry receipts	Note 2	1,170.48		5,704.04
Bank/Building Society Interest		411.03		77.17
Electricity meters		656.00		554.00
Insurance claim		-		-
Post Office		-		-
		<u>22,426.24</u>		<u>24,929.77</u>
EXPENDITURE				
Cleaning	Note 3	3,346.71	3,211.72	
Grounds		570.00	496.00	
Utilities	Note 4	1,854.62	1,376.02	
Maintenance	Note 5	1,714.70	1,373.71	
Insurance		1,613.16	1,617.64	
Telephone and communications		442.56	416.16	
Sundries	Note 6	2,079.89	556.55	
Depreciation		<u>241.00</u>	<u>207.00</u>	
		11,862.64		9,254.80
Transfer: New Build Fund		-		29,473.68
		<u>11,862.64</u>		<u>38,728.48</u>
EXCESS OF INCOME (- EXPENDITURE)		<u>10,563.60</u>		<u>- 13,798.71</u>
True surplus for the year excluding new build transfer		10,563.60		15,674.97

YOXFORD VILLAGE HALL

BALANCE SHEET

as at 30 September 2019

	2019		2018	
	£	£	£	£
EQUIPMENT				
Balance at 1 October 2018	1,409.72		13.00	
New Equipment	-	Note 7	1,396.72	
Depreciation	<u>448.00</u>		<u>207.00</u>	
		961.72		1,202.72
CURRENT ASSETS				
Sundry debtors and prepayments				
Cash at bank:-				
Current Account	4,958.63		3,435.74	
Deposit Account	1,630.16		201.74	
Cash at Building Society:-				
Reserve	5,029.05		5,011.50	
New Build	50,180.01		42,394.27	
Cash in hand	50.00		50.00	
	<u>61,847.85</u>		<u>51,093.25</u>	
CURRENT LIABILITIES				
Sundry creditors				
	<u><u> </u></u>		<u><u> </u></u>	
NET CURRENT ASSETS				
		61,847.85		51,093.25
SPORTS GROUP NET ASSETS				
		7,857.95		6,838.20
TOTAL NET ASSETS				
		<u>70,667.52</u>		<u>59,134.17</u>
REPRESENTED BY:-				
Accumulated Fund				
Balance at 1 October 2018	4,694.29		18,493.00	
Add: Excess of Income	<u>1,255.11</u>		<u>13,798.71</u>	
		5,949.40		4,694.29
Improvements and Maintenance Fund				
Balance at 1 October 2018	-		3,401.00	
Transfer to Reserve Account	<u>-</u>		<u>3,401.00</u>	
		-		-
Sports Group Fund				
Balance at 1 October 2018	6,838.20		5,893.00	
Add: Excess of Income	<u>1,019.75</u>		<u>945.20</u>	
		7,857.95		6,838.20

Fund Raising Account

Balance at 1 October 2018	42,601.68		13,128.00	
Add: Excess of Income	<u>9,258.49</u>		<u>29,473.68</u>	
		51,860.17		42,601.68

Reserve account

Balance at 1 October 2018	5,000.00			
Transfer from Improvements and Maintenance Fund	<u>5,000.00</u>		<u>5,000.00</u>	
		5,000.00		5,000.00
		<u>70,667.52</u>		<u>59,134.17</u>

**YOXFORD VILLAGE HALL
SPORTS GROUP**

INCOME AND EXPENDITURE ACCOUNT

For the year ended 30 September 2019

	2019		2018	
	£	£	£	£
INCOME				
Subscriptions		1,404.63		1,181.00
Interest		50.67		45.70
		<u>1,455.30</u>		<u>1,226.70</u>
EXPENDITURE				
Maintenance	112.47		0.00	
Electricity	105.08		181.03	
Insurance	161.00		0.00	
Sundries	30.00		95.47	
Depreciation	27.00		5.00	
		<u>435.55</u>		<u>281.50</u>
EXCESS OF INCOME (EXPENDITURE)		<u><u>1,019.75</u></u>		<u><u>945.20</u></u>

**YOXFORD VILLAGE HALL
SPORTS GROUP**

BALANCE SHEET

as at 30 September 2019

	2019		2018	
	£	£	£	£
FIXED ASSES				
Equipment				
Balance at 1 October 2018	109.00		20.00	
Additions in the year	-		89.00	
Depreciation	- 38.00		- 11.00	
		71.00		98.00
CURRENT ASSETS				
Cash at bank:-	3,028.33		2,344.11	
Ipswich Building Society	4,758.62		4,707.95	
Cash in hand			62.40	
	<u>7,786.95</u>		<u>7,114.46</u>	
CURRENT LIABILITIES				
Creditors			374.26	
Amounts due to:				
Bowls Club	-		-	
Conservation Area	-		-	
Ladies Netball	-		-	
Table Tennis	-		-	
	<u>-</u>		<u>374.26</u>	
NET CURRENT ASSETS		7,786.95		6,740.20
TOTAL NET ASSETS		<u>7,857.95</u>		<u>6,838.20</u>
REPRESENTED BY:-				
Accumulated Fund				
Balance at 1 October 2017		6,838.20		5,893.00
Add: Excess of Income		1,019.75		945.20
		<u>7,857.95</u>		<u>6,838.20</u>
Less: Excess of Expenditure		-		-
		<u>7,857.95</u>		<u>6,838.20</u>
		-		-



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of	Charity Name Yoxford Village Hall and Sports Group		
On accounts for the year ended	30 th September 2019	Charity no (if any)	304846
	Set out on pages 1-5, including balance sheet. <small>(remember to include the page numbers of additional sheets)</small>		

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met ; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: **Date:**

Name:

Relevant professional qualification(s) or body (if any):

Address: