



# PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

## PTA AGM Meeting Minutes

Thursday 20<sup>th</sup> January 2022 at 7.30pm

Holy Trinity Primary School Hall and via Zoom due to Covid-19

(special permission granted by the Charity Commission to hold a hybrid meeting)

No.	Agenda Item & Notes
1.	<p><b>Welcome, note attendance and apologies</b></p> <p><b>In attendance:</b></p> <p><b>In person</b></p> <p>Jennifer Plenty - Chair Jo de Bry - Vice Co-Chair Katherine Field - Vice Co-Chair Rachel Haffenden - Secretary Laura Dunbar - Treasurer Laura Henger - Governor Liaison Ann McGregegor - Head Paulina Hechenleitner - Trustee Laura Dillon - Trustee Sarah Thomas Kat Finley Nicky O'Connor Laura Bibby Amy Hughes Sophie Lightoller Emma Hughes Alice Brown Louise Henderson Karen Ford Lucy Briant Geoff Body Ailsa Body</p> <p><b>Via Zoom</b></p> <p>See attached full list</p> <p><b>Apologies</b></p> <p>None – all current trustees in attendance</p>
2.	<p><b>Approve the minutes of the last meeting:</b></p> <p>Approved</p>
3.	<p><b>Co-Chairs' Report</b></p> <p>Jen began with a vote of thanks to all PTA Executive Committee and wider PTA.</p>



# PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

	<p>Many events necessarily cancelled this year due to COVID. Successful events included:</p> <p>Usbourne Books reading challenge (raised £1500)</p> <p>Easter - egg trail</p> <p>Bags2School collections</p> <p>Sponsored Fun Run - very successful, raised £6000</p> <p>Summer raffle - thank you to local business for generously donating prizes</p> <p>Cake competition</p> <p>Christmas raffle</p> <p>Christmas shopping day</p> <p>Cake sales - resumed Autumn term 2021</p> <p>Cuckfield Mayors Procession - Harry Potter themed float won 1st prize - donation from Independent State of Cuckfield</p> <p>Bonfire night - PTA Stall sold out of stock due to record numbers in attendance. Considerable funds to be donated by the Bonfire Society to the school.</p> <p>Christmas Fair - planned to be outside due to COVID. Sadly, cancelled the day before due to a storm. Sold stock and sponsor donations resulted in a small profit.</p> <p>Outdoor classroom - officially opened - attended by sponsors.</p> <p>Grounds Days - opportunity for families to assist with grounds maintenance and enjoy the school grounds.</p> <p>PTA continued to support the school:</p> <ul style="list-style-type: none"><li>- funded pantomime in school.</li><li>- Year Group Funding - PTA continues to fund £250 per year group per term for class resources and extra activities.</li><li>- Forest School - continues to be funded</li></ul> <p>Thanks to the dedicated grounds team and for their continued hard work in maintaining the grounds.</p> <p>Class reps - thanked for their work as crucial link between school/parents/PTA.</p>
4.	<p><b>Treasurer's Report</b></p> <p>(See attached summary document)</p>
5.	<p><b>Head Teacher's Report</b></p> <p>Mrs McGreggor praised the PTA for their dedication and hard work and acknowledged that they are all volunteers giving up their own time. Thanked on behalf of all staff and parents.</p> <ul style="list-style-type: none"><li>- Outdoor classroom - well used by all the children for learning and the lunchtime nurture club.</li></ul> <p>Thanks to the generous donors and the PTA.</p> <ul style="list-style-type: none"><li>- Lockdown hampers - really appreciated by all staff who worked through extraordinary circumstances.</li><li>- PTA continues to fund the extras for the children - special thanks for the Power of Reading books and Opera Brava.</li></ul> <p>Special thanks to Jen Plenty - Chair for 3 years and a busy mum of 4. Extremely committed and kind-hearted, organised, thoughtful and dedicated.</p>
6.	<p><b>Election of Committee/Trustees</b></p> <p>Chair - Laura Henger - nominated by Lisa Harris and seconded by Teresa Griffiths</p> <p>Co-Chair - Nicola O'Connor &amp; Sophie Lightoller - nominated by Jen Plenty and seconded by Emma Hughes</p> <p><b>Nicola O'Connor &amp; Sophie Lightoller voted in as Co-Chair by a majority.</b></p>



# PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

Co-Treasurer - Alice Brown - nominated by Nicola O'Connor and seconded by Sophie Lightoller  
AND Abby Moul - nominated by Jen Plenty and seconded by Sarah Thomas

**Alice Brown & Abby Moul voted in as Co-Treasurer by a majority.**

Co-Secretary - Louise Henderson & Kat Finley - nominated by Nicola O'Connor and seconded by Sophie Lightoller

**Louise Henderson & Kat Finley voted in as Co-Secretary by a majority.**

Vice Co-Chair - Emma Hughes & Amy Hughes - nominated by Nicola O'Connor and seconded by Sophie Lightoller

(Note - Co-Chair - Teresa Griffiths had been nominated by Lisa Harris and seconded by Sophie Lightoller - withdrew her application).

**Emma Hughes & Amy Hughes voted in as Co-Vice Chair by a majority.**

Governor Liaison - Laura Henger - nominated by Jen Plenty and seconded by Jo de Bry

**Laura Henger voted in as Governor Liaison by a majority.**

## **Trustees**

**Existing Trustees to remain - Jen Plenty, Katherine Field, Laura Dunbar, Laura Henger and Paulina Hechenleitner.**

Trustees to step down - Rachel Haffenden, Laura Dillon & Jo de Bry

Trustees stepped down this year - Ailsa Body & Nicola Brewerton

**New Trustees - Nicola O'Connor, Sophie Lightoller, Alice Brown, Abby Moul, Louise Henderson, Kat Finley, Emma Hughes, Amy Hughes, Laura Bibby.**

## **7. Allocation of other roles 2022**

Second hand uniform - Ailsa Body

Christmas cards - Jen Plenty

Christmas shopping - Claire Lawrence & Nikki Mortimer

Class Reps, all in place until July 2022 - Charlotte Gardener welcomed as Year 5 Class Rep

## **8. Election of Independent Examiner**

**Gavin Atkins - parent - voted by overall majority.**

## **9. AOB**

New Committee to hold an EGM to update constitution to allow for virtual/hybrid meetings.

## **10. Date of Next Meeting**

**Thursday 24th January 2023**



# **PARENT TEACHER ASSOCIATION**

Holy Trinity C of E School Cuckfield

**HOLY TRINITY CE PRIMARY SCHOOL PTA**

**UNAUDITED REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 AUGUST 2022**

**REGISTERED CHARITY NUMBER: 1088779**

## HOLY TRINITY CE PRIMARY SCHOOL PTA

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## **HOLY TRINITY CE PRIMARY SCHOOL PTA**

### **CHARITY INFORMATION**

#### **BOARD OF TRUSTEES**

Sophie Lightoller	Chair
Emma Hughes	Co-Vice Chair
Amy Hughes	Co-Vice Chair
Alice Brown	Treasurer
Kat Finley	Co-Secretary
Louise Henderson	Co-Secretary
Laura Dunbar	Trustee
Paulina Hechenleitner	Trustee
Laura Bibby	Trustee

#### **ADDRESS**

Glebe Road  
Cuckfield  
Haywards Heath  
West Sussex  
RH17 5BE

**CHARITY COMMISSION NUMBER**      1088779

#### **INDEPENDENT EXAMINER**

Tamzin Silander  
42 Hatchgate Lane  
Cuckfield  
RH17 5DU

#### **BANKERS**

Barclays Bank Plc  
The Old Bank, High Street, Lewes BN7 2JP

## **HOLY TRINITY CE PRIMARY SCHOOL PTA**

### **REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022**

The Board of Trustees present their report and the financial statements for the year ended 31 August 2022

#### **OBJECTIVES AND ACTIVITIES**

The objectives of the PTA is to advance the education of pupils in the school by:

- 1 Developing effective relationships between the staff, parents and others associated with the school;
- 2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

#### **ACHIEVEMENTS AND PERFORMANCE**

In the year ended 31 August 2022 £28,562 of income was raised of which £19,202 was used to fund purchases and projects in the affiliated school. The most financially significant of these purchases were outdoor classroom and equipment, forest school sessions, stationary, activities and treats for the children and grounds maintenance. As at the year ended 31 August 2022 the Charity had a healthy cash balance of £36,478 in anticipation of pre-allocated funding for the following financial year and long term funding requirements including the School's 5 year rolling IT budget and outdoor equipment.

#### **FINANCIAL REVIEW**

The Charity's financial statements are set out in pages 4 to 9.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Holy Trinity CE Primary School PTA is a charity registered with the Charity Commission for England and Wales. The Charity is governed by its constitution, the current version of which was adopted on 4 November 2008 and amended on 15th September 2009.

The PTA members elect the Trustees at the Annual General Meeting.

Meetings of the PTA take place at least three times a year.

The Treasurer is required to prepare financial statements annually to select suitable accounting policies and apply them consistently as well as making judgements and estimates that are reasonable and prudent.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

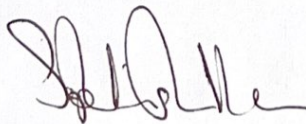
Name of Charity: Holy Trinity CE Primary School PTA

Registered charity number: 1088779

Address of principal office: Holy Trinity C of E Primary School, Glebe Rd, Cuckfield, Haywards Heath RH17 5BE.

Approved by the Council Members and signed on their behalf by:

Sophie Lightoller - Chair



Dated: 30.6.23



## HOLY TRINITY CE PRIMARY SCHOOL PTA

### Independent Examiner's Report on the Financial Statements

I report on the accounts of the Holy Trinity CE (A) Primary School Parent Teacher Association for the year ended 31st August 2022 which comprises the Statement of Financial Activities, Balance Sheet and related notes.

### 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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### Basis of Independent Examiner's Report

My examination was carried out in accordance with the 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 the seeking of any explanations from you as 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

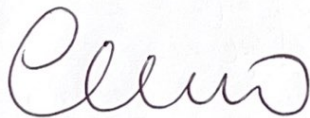
- to keep accounting records in accordance with section 386 and 387 of the Companies Act 2006;
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102 effective date of 1 January 2015)

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



Tamzin Silander

Date

30-06-2023

HOLY TRINITY CE PRIMARY SCHOOL PTA

STATEMENT OF FINANCIAL POSITION  
AT 31 AUGUST 2022

£

INCOMING RESOURCES

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021	Variance More/(Less)
From Voluntary Income	4	6,396	1,098	7,494	13,481	-5,987
From Charitable Activities	4	19,085	1,980	21,065	16,129	4,936
From Financial Income	4	3	3	3	5-	-2
		<b>25,483</b>	<b>3,079</b>	<b>28,562</b>	<b>29,615</b>	<b>-1,054</b>

RESOURCES EXPENDED

Direct Charitable Expenditure						
Events held	5	8,458	931	9,389	3,471	5,919
PTA Funding	5	2,205	16,997	19,202	28,571	-9,369
Administration costs	5	1,113	0	1,113	226	888
		<b>11,776</b>	<b>17,928</b>	<b>29,704</b>	<b>32,267</b>	<b>-2,563</b>

Net Incoming/(Outgoing) Resources before transfers		13,707	(14,849)	(1,143)	(2,652)	1,509
Transfers between funds		(15,991)	15,991	-	-	0
Funds brought forward 1 September 2021		7,269	30,352	37,621	40,273	-2,652
Funds carried forward 31 August 2022		<b>4,985</b>	<b>31,493</b>	<b>36,478</b>	<b>37,621</b>	<b>-1,143</b>

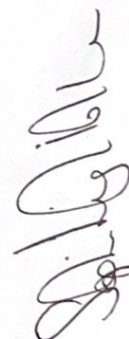


HOLY TRINITY CE PRIMARY SCHOOL PTA

STATEMENT OF FINANCIAL POSITION  
AT 31 AUGUST 2022

£	2022	2021
<b>CURRENT ASSETS</b>		
Debtors and prepayments	-	-
Cash at bank and in hand	36,478	37,621
6	<u>36,478</u>	<u>37,621</u>
<b>CURRENT LIABILITIES</b>		
Creditors: amounts falling due within one year	-	-
<b>NET ASSETS</b>	<u>36,478</u>	<u>37,621</u>
<b>FUNDS OF THE CHARITY</b>		
Unrestricted Funds	4,985	7,269
7 Restricted Funds	31,493	30,352
	<u>36,478</u>	<u>37,621</u>

Approved by the Board of Trustees on 30.6.23  
and signed on its behalf by:

  
-Chair

**HOLY TRINITY CE PRIMARY SCHOOL PTA**  
**Notes to the Financial Statements**  
**For the year ended 31 August 2022**

**STATUTORY INFORMATION**

Holy Trinity CE (A) Primary School is a charity registered in England and Wales, limited by guarantee. The Charity's registered number and address can be found on the Information page.

**STATEMENT OF COMPLIANCE**

These financial statements have been prepared in accordance with the provisions of the Charities SORP (FRS 102) (effective date January 2015) in so far as they apply to small entities.

**ACCOUNTING POLICIES**

**Accounting basis and standards**

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards, the Charities (Accounts and Reports) Regulations 2008 and Statement of Recommended Practice "Accounting and Reporting by Charities" 2005 and the Charities Act 2011 and the Charities SORP (FRS 102)

**Recognition of incoming resources**

These are included in the Statement of Financial Activities when the Charity becomes entitled to the resources, the Trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

**Grants and donations**

Grants and Donations are only included in the Statement of Financial Activities when the Charity has unconditional entitlement to the resources.

**Donations and legacies**

Voluntary income includes donations and legacies, fundraising income and is included in full in the period in which it is receivable.

**Tax reclaimed on donations and gifts**

Incoming resources from gift aid claims are included in the Statement of Financial Activities at the same time as the income to which they relate.

**Restricted and unrestricted funds**

The Statement of Financial Affairs distinguishes between restricted and unrestricted funds. The former are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions. They include those freely available to the Charity for expenditure or appropriation to reserves for internally designated purposes. The same basis is used for accounting for income in each of these funds.

**Expenditure and liabilities**

**Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.



HOLY TRINITY CE PRIMARY SCHOOL PTA  
Notes to the Financial Statements  
For the year to 31 August 2022

4 Incoming Resources	Unrestricted Funds	Restricted Funds	Total Funds Jun 7	Total Funds 2021
£	£	£	£	£
<b>Voluntary Income</b>				
Voluntary Contributions	4,630	1,098	4,630	7,706
Co-op community fund			1,098	576
Easy Fundraising	175		175	106
Amazon Smile	323		323	524
Outdoor Classroom Grants	0		0	4,300
Lund Fund	757		757	0
Other Donations	510		510	270
<b>Total Voluntary Income</b>	<b>6,396</b>	<b>1,098</b>	<b>7,494</b>	<b>13,481</b>
<b>Charitable Events</b>				
Christmas Fair	1,880		1,880	951
Mayors Procession	400		400	2000
Christmas Shopping	1,847		1,847	1,910
Bonfire Night	1,452		1,452	
Cake Sales		1,980	1,980	750
Christmas Cards	872		872	777
Easter Event	565		565	456
Bag2School	308		308	3,075 x
Raffle	1,578		1,578	280
Cuckfield Markets	552		552	90
Cake Competition	145		145	5,665
Uniform Sale	3		3	
Father's Day Sale	360		360	
Mother's Day Sale	340		340	
Cuckfield Fayre	935		935	
Non-uniform day	754		754	
T-towels	1,245		1,245	
Summer Fayre	5,403		5,403	
Other	447		447	196
<b>Total Charitable Events</b>	<b>19,085</b>	<b>1,980</b>	<b>21,065</b>	<b>16,129</b>
Interest	3		3	5
<b>Total Money Raised</b>	<b>25,483</b>	<b>3,079</b>	<b>28,562</b>	<b>29,615</b>



HOLY TRINITY CE PRIMARY SCHOOL PTA  
Notes to the Financial Statements  
For the year to 31 August 2022

5 Resources Expended £	Unrestricted Funds	Restricted Funds	Total Funds 31/08/2022	Total Funds 2021
<b>Charitable Activities</b>				
Outdoor Play Equipment		5,664	5,664	-
Wishlists		5,268	5,268	
Grounds	2,205		2,205	763
Forest School		3,218	3,218	1,320
Lund Fund		616	616	553
Contributions to Activities			-	852
Outdoor Classroom		2,230	2,230	21,576
Stationary				900
Panto				865
Power Of Reading Books				427
Sussex Wildlife Trust Teacher Training				750
House Treats				324
Thank You Gifts				242
Opera Brava				-
Other				-
<b>Total Charitable Activities</b>	<b>2,205</b>	<b>16,997</b>	<b>19,202</b>	<b>28,571</b>
<b>Events Held</b>				
Christmas Shopping	1,732		1,732	1,755
Christmas Fair	1,051		1,051	232
Bonfire Night	659		659	-
ISOC Mayor's Procession	40		40	-
Raffle				595
Easter Event	48		48	43
Cake Sales (money to school)		931	931	846
Direct Reza	100		100	
Father's Day	207		207	
Mother's Day	701		701	
Jubilee T-Towels	2,718		2,718	
Cuckfield Fayre (Tombola)	25		25	
Sports Day	62		62	
Summer Fayre	968		968	
Other	149		149	
<b>Total Events Held</b>	<b>8,458</b>	<b>931</b>	<b>9,389</b>	<b>3,471</b>
<b>Governance</b>				
PTA Administration & Expenses	1,113		1,113	226
<b>Total Governance</b>	<b>1,113</b>	<b>0</b>	<b>1,113</b>	<b>226</b>
<b>TOTAL</b>	<b>11,776</b>	<b>17,928</b>	<b>29,704</b>	<b>32,267</b>

HOLY TRINITY CE PRIMARY SCHOOL PTA  
Notes to the Financial Statements  
For the year to 31 August 2022

6 Bank and Cash

£	Unrestricted Funds	Restricted Funds	Total Funds end Aug 22	Total Funds 1st sept 2021
Bank Deposit Account	0	20,868	20,868	17,057
Bank Current Account	4,562	10,626	15,187	20,494
Cash in hand	423	0	423	70
	<b>4,985</b>	<b>31,493</b>	<b>36,478</b>	<b>37,621</b>

7 Restricted Funds

	1 September 2021 £	Incoming in Sept 21 - Aug 22 £	Outgoing £	31 Aug 2022 £
IT Equipment	8,011	3,000		11,011
Long term fund	6,877	3,000		9,877
Contingency	1,000			1,000
Forest School		3,218	(3,218)	-
Forest School Teacher Training	1,150			1,150
Outdoor classroom	1,725	505	(2,230)	-
Opera Brava		1,500	0	1,500
Cake Sales		1,980	(931)	1,049
Lund Fund		616	(616)	-
Play Equipment		5,664	(5,664)	-
Year Group Wishlists	5,924	5,250	(5,268)	5,906
	<b>24,687</b>	<b>24,734</b>	<b>(17,928)</b>	<b>31,493</b>

## **Independent Examination of Holy Trinity Accounts**

**(Summarised by Laura Dunbar 23/01/22)**

### **1. Validate that the charity accounts qualify for independent examination**

- Charity's gross income is more than £25,000, but not more than £1 million, provided that if its gross income is more than £250,000, its gross assets (fixed assets plus current assets) are £3.26 million or less.
- The charity's governing document does not require an audit to be carried out.

**Review accounts to ensure gross income is less than £250K.**

**YES**

**Review PTA Constitution to ensure independent examination is ok.**

**YES**

### **2. Ensure the examiner is independent**

The examiner must be independent of the charity. Independence means that the examiner must not be influenced, or could not be perceived to be influenced, by their relationships with the charity and its trustees. Therefore, the examiner cannot be a trustee of the charity. Independence is not the same as having no connection with the charity. An examiner can be a supporter of the charity, provided that they do not have a close relationship with the charity or its trustees and they are not involved in the day to day administration of the charity. Examples of situations that would call an examiner's independence into question are where they:

- are an employee of the charity or its book-keeper
- serve on a sub-committee overseeing the charity's finances
- are a major donor to, or beneficiary of, the charity
- have a significant financial or commercial relationship with the charity or its trustees
- have a close relationship with the trustees or any other related parties

**Confirm that the examiner is independent based on the above criteria.**

**YES**

### **3. Ensure the examiner had the "requisite ability and practical experience to carry out a competent examination"**

The examiner must have the skills and experience needed to carry out his or her responsibilities. The starting point for all independent examiners is an

understanding of their responsibilities. All examiners must also understand the key governance and reporting requirements that are specific to charities. These include the responsibilities of trustees and the requirements to produce a trustees' annual report and to account for the different types of charitable funds.

An examiner must also have sufficient skills to carry out an independent examination. The extent of the skills required depends upon the charity's gross income and the complexity of its accounts:

Income £250,000 or less and your charity has opted to prepare receipts and payments accounts. The trustees are not required to appoint an examiner who is a member of one of the accountancy bodies. The examiner will need to demonstrate sufficient financial awareness, numeracy skills and relevant experience to carry out the work and make the judgements required

**Confirm that the examiner is aware of their responsibilities outlined in [Independent examination of charity accounts: examiners \(CC32\)](#).**

**YES**

**Confirm that the examiner has sufficient financial awareness, numeracy skills and relevant experience to carry out the work and make the judgements required** **YES**

### **3. Record the independent examination**

Maintain a record of the examiners checks. Working papers must be retained for 6 years.

The examiner's working papers should include:

- a communication with the trustees which confirms their appointment as the independent examiner
- confirmation that the charity is eligible for the independent examination and that that an audit is not required by law, the charity's governing document or for another reason
- their analytical review
- notes as to how any areas of concern identified have been resolved, including meetings with trustees and charity staff, together with details of any verification procedures used
- where verification procedures have been used, details of checks or vouching carried out during the examination, the conclusions reached and any areas of concern identified
- the approved accounts
- the trustees' annual report.
- relevant information that the examiner relied upon and/or considered in carrying out their examination. For example copies of the governing



document, trustees' meeting minutes and a record of any discussions with the charity's trustees and the charity's staff

- copies of any written assurances that the examiner has required of the trustees confirming amounts included within the accounts
- the examiner's conclusions about what they have found out during the independent examination that support their report to the trustees
- details of any matters identified as matters of material significance the examiner reported to the Commission (see section 5) or any relevant matters (see section 6) that the examiner chose to report to the Commission

**Confirm that the examiner has maintained all these records** YES

#### **4. Plan the examination**

Review the following:

- the charity's constitution
  - the way the organisation is controlled and managed
  - whether action has been taken on any previous recommendations for improvement
  - the accounting records and systems
  - the charity's structure, its funds and how fund balances changed in the year
  - the charity's activities in the year and spending and the financial risks the charity faces

**Treasurer has provided Charity constitution, meeting minutes and accounting records. Confirm these are sufficient.** YES

#### **5. Check the accounting records are kept to the required standard**

The accounting records kept by the charity should:

- be up to date at the time the accounts are prepared
- be readily available
  - provide the basic information from which the charity's financial position can be understood on any selected date and at the end of the reporting period (financial year)

The accounting records kept by the charity must contain: details of all income/money received and payments/expenditure made, the date, and the nature of the income/money received or payments/expenditure and a record of any stocks and fixed assets held

**Confirm accounting records are up to required standard.** YES

#### **5. Check that the accounts are consistent with the accounting records.**



The examiner must compare the accounts of the charity with the charity's accounting records in sufficient detail to reasonably conclude that the accounts are not materially inconsistent with the accounting records

**Check opening bank balance on accounts aligns with bank statement**  
**YES**

**Check closing bank balance on accounts aligns with bank statement**  
**YES**

**Check income received aligns with total money into bank**  
**YES**

**Check amount spent aligns with total amount out of bank**  
**YES**

**Check amounts spent on bank statements is supported by invoices**  
**YES**

**If funds are restricted check that these are documented**  
**YES**

## **6. Compare the trustees annual report with the accounts**

The examiner must compare any narrative information or figures in the trustees' annual report with the accounts in order to identify any material inconsistency between the trustees' annual report and the accounts.

**Confirm that the trustees report narrative and numbers align to the accounts** **YES**

## **7. Write & Sign the independent examination report**

This is already written but review, adjust and sign as necessary. Include name and address.

**Examination report signed, dated and address included.**

## **Requirements for the Treasurer**

1. Prepare the accounts and make these available to the examiner
  - Financial Accounts for audit
  - Financial records supporting the accounts
  - Bank Statements
  - Invoices
  - Charity governing documents
  - Meetings from Trustee Meetings

2. Agree timelines for examination, allowing sufficient time to be reviewed and filed at Companies house 10 months after the Charities Year End (by 30<sup>th</sup> April).
3. Once the examiner has issued their report, the trustees must file a copy with the Commission (and any other UK charity regulator, if required) alongside their charity's trustees' annual report and account