

MAYOR OF CHELTENHAM'S CHARITY

England & Wales · Charity number 1118165

Details

Status Registered

Legal form Other

Registered 2007-03-01

Register [View on the Charity Commission register](#)

Contact

Address Municipal Offices
Promenade
Cheltenham
Gloucestershire
GL50 9SA

Phone 01242264108

Email jennie.ingram@cheltenham.gov.uk

Activities

Objects: 3. THE TRUSTEES MUST APPLY THE INCOME OF THE CHARITY IN FURTHERING THE FOLLOWING OBJECTS ("THE OBJECTS")A - TO SUPPORT CHARITABLE ORGANISATIONS WITHIN THE BOROUGH OF CHELTENHAM OR ANY OTHER CHARITABLE PROJECTS WHICH THE TRUSTEES DEEM WORTHYB - TO PROMOTE SUCH OTHER CHARITABLE PURPOSES AS MAY FROM TIME TO TIME BE DETERMINEDC - TO FURTHER SUCH EXCLUSIVELY CHARITABLE OBJECTS AS THE MAYOR MAY FROM TIME TO TIME BY WRITING APPOINT.

Activities: Promotion of local charities, which benefit the residents of the Borough of Cheltenham.

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations
- **What:** General Charitable Purposes
- **Who:** Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** THE BOROUGH OF CHELTENHAM.
- Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-05-31	£99,437	£99,437	-	-
2024-05-31	£47,425	£47,424	-	-
2023-05-31	£28,537	£28,537	-	-
2022-05-31	£10,575	£10,575	-	-
2021-05-31	£25,639	£25,639	-	-

Trustees

Name	Role	Appointed
Councillor Martin Horwood		2025-05-12
Councillor Michael Collins		2026-05-18
Gareth Mark Edmundson		2020-03-02
PAUL MALCOLM HAZEL		2015-03-26

MAYOR OF CHELTENHAM'S CHARITY

England & Wales - Charity number 1118165

Accounts

MAYOR OF CHELTENHAM'S CHARITY

Trustee Report and Summary Financial Statement for the year ended 31 May 2025

Charity Number 1118165

TRUSTEES

David Willingham Mayor appointed 12 May 2025
Paul Baker Former Mayor appointed 15 May 2024
Gareth Edmondson Chief Executive Cheltenham Borough Council
Paul Hazel Independent

Registered Office

Mrs J Ingram
Municipal Office
Promenade
Cheltenham
Cheltenham
Gloucestershire
GL50 9SA

STATEMENT OF FINANCIAL ACTIVITIES

	Year to 31.5.25	Year to 31.5.24 £
Net Voluntary Income	71,100.33	30,001.47
Charitable Donations paid and committed	71,100.33	30,001.47
Net Resources	0.00	0.00
Total Funds brought forward	0.00	0.00
Total Funds carried forward	0.00	0.00

BALANCE SHEET

Current assets

Cash at bank	61,398.64	26,855.12
Charitable Donations receivable	9,995.69	3,970.35

Creditors

Charitable Donations to be paid (note 1)	71,100.33	30,001.47
Creditors	294.00	824.00

NET ASSETS 0.00 0.00

TOTAL FUNDS 0.00 0.00

NOTES

1. During the year the Mayor raised funds equally for Cheltenham Welcomes Refugees, Friends of Sandford Park, AimUp and Cheltenham Community Projects.
2. The Mayor is appointed each year and the previous Mayor becomes the Former Mayor.
3. Other Trustees are appointed by the Trustee Board with one being an independent and the other a senior representative of Cheltenham Borough Council.
4. The Trustees hold regular meetings to monitor the performance of the Trust and to approve the charitable beneficiaries for the year.

Approved by the Trustees on 15 July 2025

MAYOR OF CHELTENHAM'S CHARITY

Trustee Report and Summary Financial Statement for the year ended 31 May 2025

Charity Number 1118165

TRUSTEES

David Willingham Mayor appointed 12 May 2025
Paul Baker Former Mayor appointed 15 May 2024
Gareth Edmondson Chief Executive Cheltenham Borough Council
Paul Hazel Independent

Registered Office

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GL50 9SA

STATEMENT OF FINANCIAL ACTIVITIES

	Year to 31.5.25	Year to 31.5.24 £
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TOTAL FUNDS 0.00 0.00

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3. Other Trustees are appointed by the Trustee Board with one being an independent and the other a senior representative of Cheltenham Borough Council.
4. The Trustees hold regular meetings to monitor the performance of the Trust and to approve the charitable beneficiaries for the year.

Approved by the Trustees on 15 July 2025



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name: MAYOR OF CHELTENHAM CHARITY

On accounts for the year ended

MAY 2025 Charity no (if any): 1118165

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: AP Birtwistle Date: 13/08/2025

Name: Adam Birtwistle

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

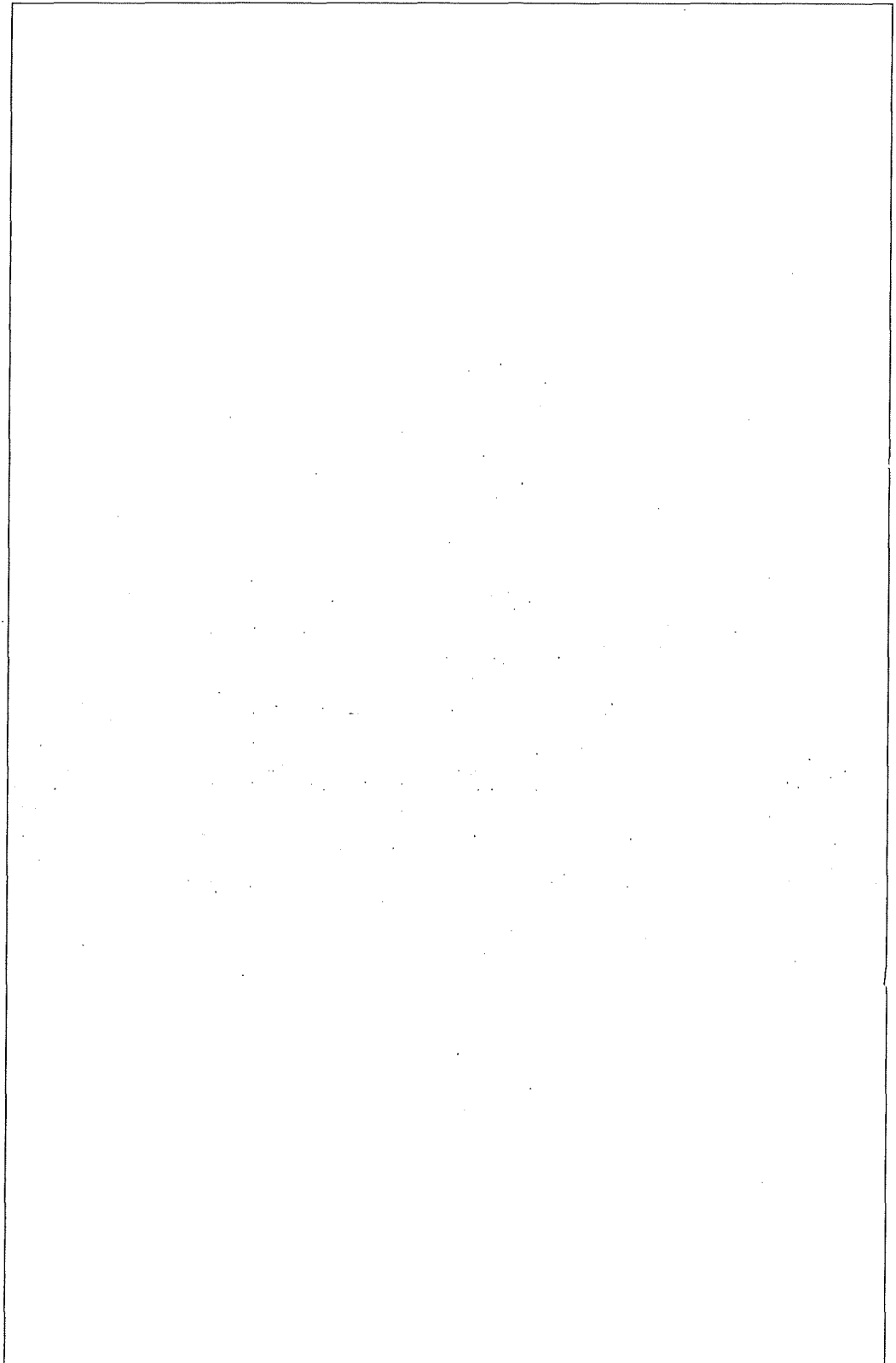
AAT

Address:

184 Barnwood Road
Hucclecote
Gloucestershire

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



MAYOR OF CHELTENHAM'S CHARITY

England & Wales - Charity number 1118165

Accounts

MAYOR OF CHELTENHAM'S CHARITY

Trustee Report and Summary Financial Statement for the year ended 31 May 2024

Charity Number 1118165

TRUSTEES

Matt Babbage Former Mayor appointed 15 May 2023
Paul Baker Mayor appointed 15 May 2024
Gareth Edmondson Chief Executive Cheltenham Borough Council
Paul Hazel Independent

Registered Office

Mrs J Ingram
Municipal Office
Promenade
Cheltenham
Cheltenham
Gloucestershire
GL50 9SA

STATEMENT OF FINANCIAL ACTIVITIES

	Year to 31.5.24	Year to 31.5.23 £
Net Voluntary Income	30,001.47	15,306.22
Charitable Donations paid and committed	30,001.47	15,306.22
Net Resources	0.00	0.00
Total Funds brought forward	0.00	0.00
Total Funds carried forward	0.00	0.00

BALANCE SHEET

Current assets

Cash at bank	26,855.12	15,306.22
Charitable Donations receivable	3,970.35	0.00

Creditors

Charitable Donations to be paid (note 1)	30,001.47	15,306.22
Creditors	824.00	0.00

NET ASSETS 0.00 0.00

TOTAL FUNDS 0.00 0.00

NOTES

1. During the year the Mayor raised funds equally for Maggie's, Cotswold RDA and Open Door.
2. The Mayor is appointed each year and the previous mayor becomes the Former Mayor.
3. Other Trustees are appointed by the Trustee Board with one being an independent and the other a senior representative of Cheltenham Borough Council.
4. The Trustees hold regular meetings to monitor the performance of the Trust and to approve the charitable beneficiaries for the year.

Approved by the Trustees on 6 August 2024

MAYOR OF CHELTENHAM'S CHARITY

Trustee Report and Summary Financial Statement for the year ended 31 May 2024

Charity Number 1118165

TRUSTEES

Matt Babbage Former Mayor appointed 15 May 2023
Paul Baker Mayor appointed 15 May 2024
Gareth Edmondson Chief Executive Cheltenham Borough Council
Paul Hazel Independent

Registered Office

Mrs J Ingram
Municipal Office
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STATEMENT OF FINANCIAL ACTIVITIES

	Year to 31.5.24	Year to 31.5.23 £
Net Voluntary Income	30,001.47	15,306.22
Charitable Donations paid and committed	30,001.47	15,306.22
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TOTAL FUNDS 0.00 0.00

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3. Other Trustees are appointed by the Trustee Board with one being an independent and the other a senior representative of Cheltenham Borough Council.
4. The Trustees hold regular meetings to monitor the performance of the Trust and to approve the charitable beneficiaries for the year.

Approved by the Trustees on 6 August 2024



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name
MAYOR OF CHELTENHAM CHARITY

On accounts for the year ended

MAY 2024

Charity no (if any)

111 8165

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~*) in connection with the examination which gives me cause to believe that in, any material respect:

- ~~accounting records were not kept in accordance with section 130 of the Act or~~
- ~~the accounts do not accord with the accounting records~~

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

AP Birtwistle

Date:

29/10/24

Name:

Adam Birtwistle

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

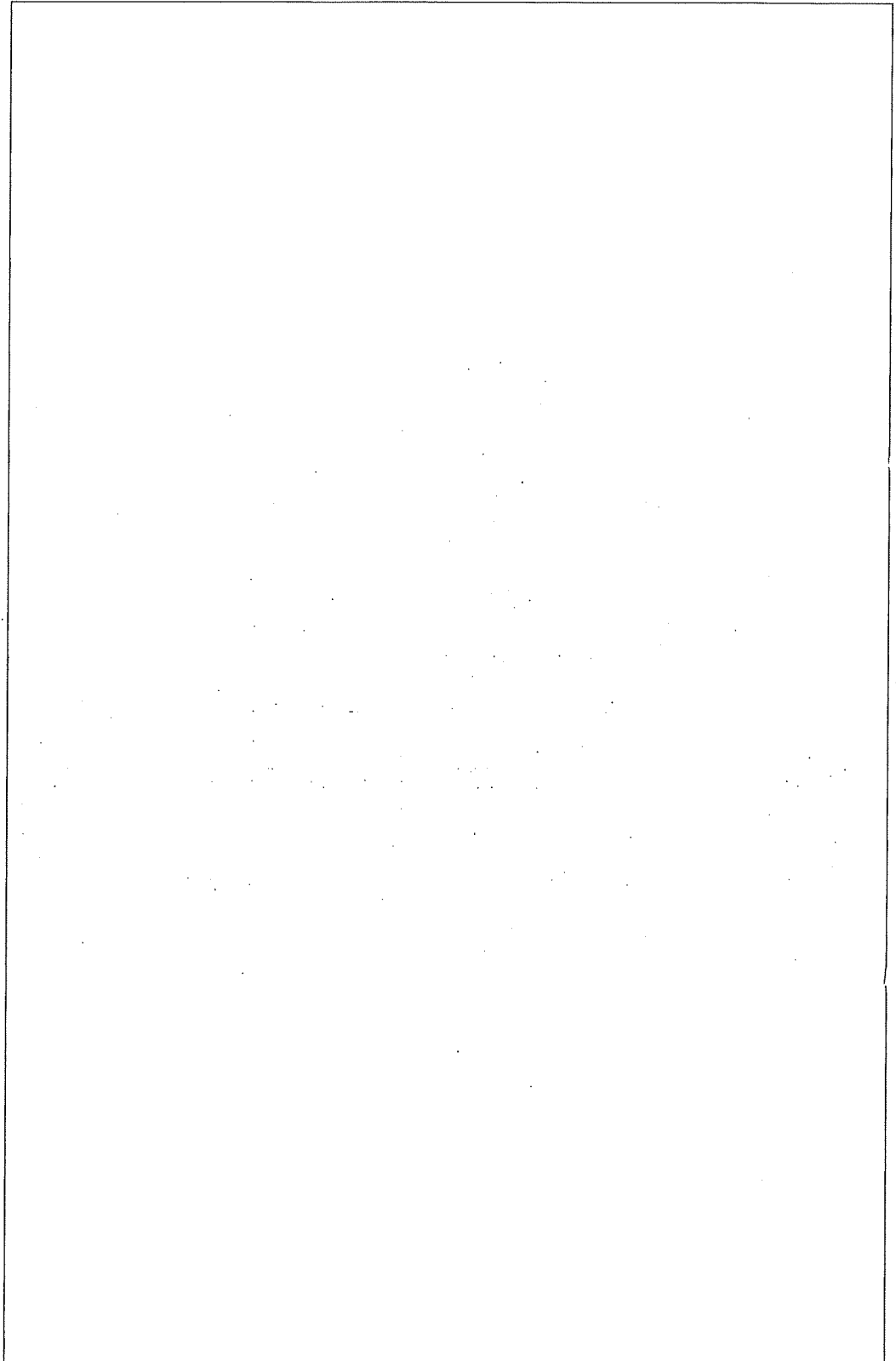
AAT

Address:

184 BARNWOOD ROAD
GLOUCESTER
GL4 3JZ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



MAYOR OF CHELTENHAM'S CHARITY

England & Wales - Charity number 1118165

Accounts

MAYOR OF CHELTENHAM'S CHARITY

Summary Financial Statement for the year ended 31 May 2023

Charity Number 1118165

TRUSTEES

Sandra Holliday Former Mayor appointed 16 May 2022
Matt Babbage Mayor appointed 15 May 2023
Paul Baker Deputy Mayor appointed 15 May 2023
Gareth Edmondson Chief Executive Cheltenham Borough Council
Paul Hazel Independent

Registered Office

Mrs J Ingram
Municipal Office
Promenade
Cheltenham
Cheltenham
Gloucestershire
GL50 9SA

STATEMENT OF FINANCIAL ACTIVITIES

	Year to 31.5.23	Year to 31.5.22 £
Net Voluntary Income	15,306.22	10,575.48
Charitable Donations paid and committed	15,306.22	10,575.48
Net Resources	0.00	0.00
Total Funds brought forward	0.00	0.00
Total Funds carried forward	0.00	0.00

BALANCE SHEET

Current assets

Cash at bank	15,306.22	10,575.48
Charitable Donations receivable	0.00	0.00

Creditors

Charitable Donations to be paid (note 1)	15,306.22	10,575.48
Creditors	0.00	0.00

NET ASSETS 0.00 0.00

TOTAL FUNDS 0.00 0.00

NOTES

1. During the year the Mayor raised funds equally for CHAC and Family Space

Approved by the Trustees on 14 June 2023

MAYOR OF CHELTENHAM'S CHARITY

Summary Financial Statement for the year ended 31 May 2023

Charity Number 1118165

TRUSTEES

Sandra Holliday Former Mayor appointed 16 May 2022
Matt Babbage Mayor appointed 15 May 2023
Paul Baker Deputy Mayor appointed 15 May 2023
Gareth Edmondson Chief Executive Cheltenham Borough Council
Paul Hazel Independent

Registered Office

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Cheltenham
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GL50 9SA

STATEMENT OF FINANCIAL ACTIVITIES

	Year to 31.5.23	Year to 31.5.22 £
Net Voluntary Income	15,306.22	10,575.48
Charitable Donations paid and committed	15,306.22	10,575.48
Net Resources	0.00	0.00
Total Funds brought forward	0.00	0.00
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BALANCE SHEET

Current assets

Cash at bank	15,306.22	10,575.48
Charitable Donations receivable	0.00	0.00

Creditors

Charitable Donations to be paid (note 1)	15,306.22	10,575.48
Creditors	0.00	0.00

NET ASSETS 0.00 0.00

TOTAL FUNDS 0.00 0.00

NOTES

1. During the year the Mayor raised funds equally for CHAC and Family Space

Approved by the Trustees on 14 June 2023



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name MAYOR OF CHELTENHAM CHARITY

On accounts for the year ended

2023 . Charity no (if any) 111 8165

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

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* Please delete the words in the brackets if they do not apply.

Signed: AP Birtwistle Date: 31. 1. 24.

Name: AGAM BIRTWISTLE

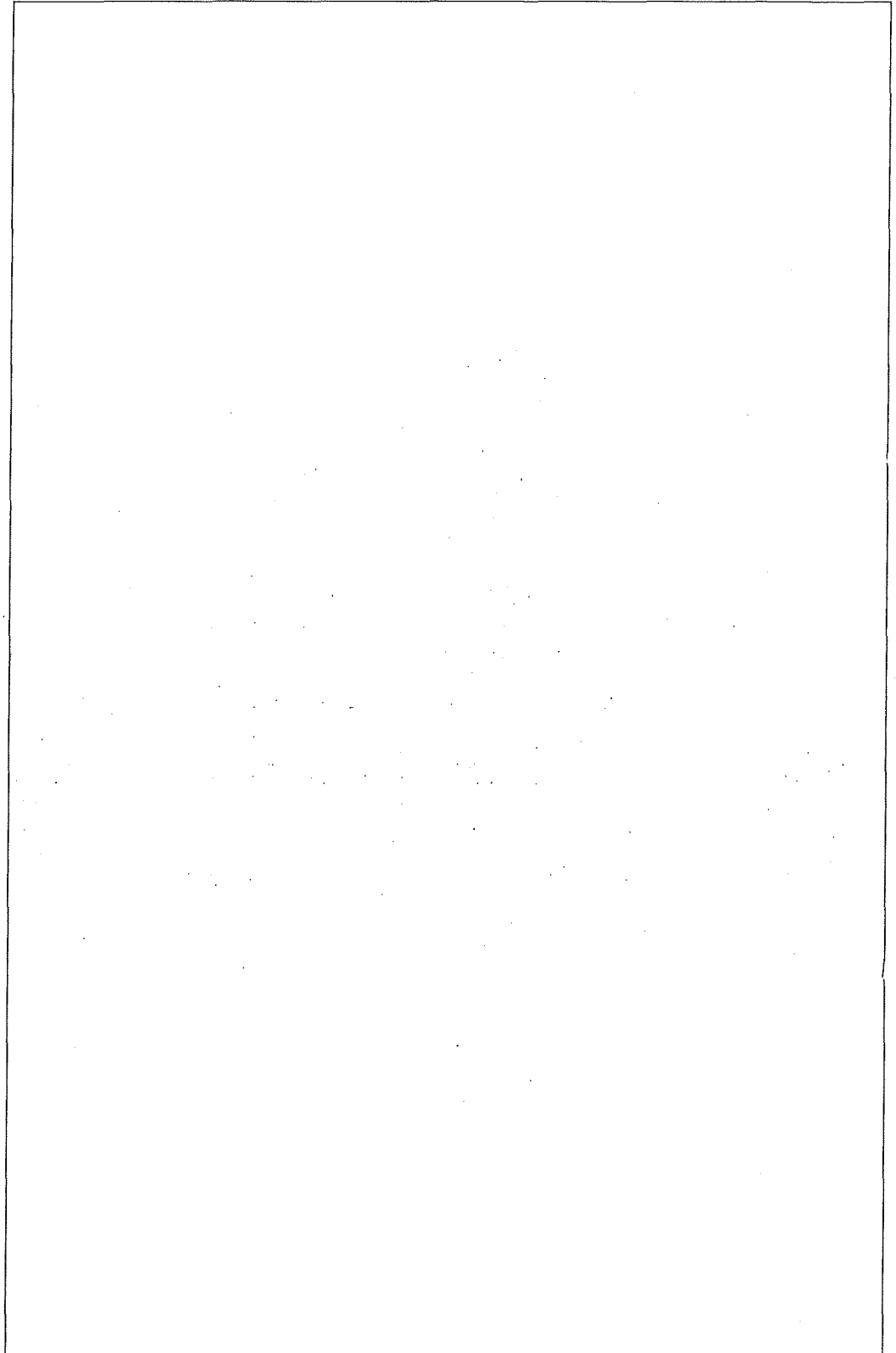
Relevant professional qualification(s) or body (if any):

AAT

Address: 184 Barnwood Road Gloucester GL4 3JZ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



MAYOR OF CHELTENHAM'S CHARITY

England & Wales - Charity number 1118165

Accounts

MAYOR OF CHELTENHAM'S CHARITY

Summary Financial Statement for the year ended 31 May 2021

Charity Number 1118165

TRUSTEES

Steve Harvey Mayor appointed 17 May 2021
Roger Whyborn Former Mayor - retired 17 May 2021
Sandra Holliday Deputy Mayor appointed 19 June 2019
Gareth Edmondson Chief Executive Cheltenham Borough Council
Paul Hazel Independent

Registered Office

Mrs J Ingram
Municipal Office
Promenade
Cheltenham
Cheltenham
Gloucestershire
GL50 9SA

STATEMENT OF FINANCIAL ACTIVITIES

	Year to 31.5. 21 £	Year to 31.5. 20 £
Net Voluntary Income	25,638.85	9,556.46
Charitable Donations paid and committed	25,638.85	9,556.46
Net Resources	0.00	0.00
Total Funds brought forward	0.00	0.00
Total Funds carried forward	0.00	0.00

BALANCE SHEET

Current assets

Cash at bank	1,330.49	11,483.96
Charitable Donations receivable	0.00	582.50

Creditors

Charitable Donations to be paid (note 1)	1,330.49	9,556.46
Charitable Donations collected in advance	0.00	2,090.00
Creditors	0.00	420.00

NET ASSETS 0.00 0.00

TOTAL FUNDS 0.00 0.00

NOTES

1. During the year the Mayor raised funds for The Mayor's Charity Food Bank Fund and distributed payments to 17 local organisations. A final payment of £1330.49 was made on 4 June 2021.

Approved by the Trustees on 3 August 2021

MAYOR OF CHELTENHAM'S CHARITY

Summary Financial Statement for the year ended 31 May 2021

Charity Number 1118165

TRUSTEES

Steve Harvey	Mayor appointed 17 May 2021
Roger Whyborn	Former Mayor - retired 17 May 2021
Sandra Holliday	Deputy Mayor appointed 19 June 2019
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STATEMENT OF FINANCIAL ACTIVITIES

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Creditors	0.00	420.00

NET ASSETS 0.00 0.00

TOTAL FUNDS 0.00 0.00

NOTES

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Approved by the Trustees on 3 August 2021



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name MAYOR OF CHICKENHAM'S CHARITY

On accounts for the year ended

31st MAY 2021

Charity no (if any)

1118165

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/05/2021

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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* Please delete the words in the brackets if they do not apply.

Signed: Hannah

Date: 19 Jan 2022

Name: SIAN HANNAM

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

AAT

Address:

FIR TREE HOUSE
BRIERLY BANKS
DRYBROOK GLOS GL17 9DH

Section B Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).



Independent examination of charity accounts checklist (CC32a)

A recommended checklist for examiners

This checklist is not suitable for the examination of voluntary group accounts.

1. Self-assessment checklist

The questions in this checklist are designed to help the examiner to undertake their independent examination in accordance with the legal requirements and good practice recommendations set out in the Commission's guidance on Independent examination of charity accounts: Directions and guidance for examiners (CC32).

The examiner is recommended to use the checklist alongside the Directions for independent examination. Not all the checks listed will apply in the case of every independent examination and so the checklist is not a substitute to the examiner using their own judgment as to what is necessary.

The prompt 'step done' may prompt a 'yes' or 'no'. A 'no' answer does not always indicate a problem because it may simply be that the step was either not applicable or found not to be necessary to the examination undertaken in which case the words 'not applicable' or 'not necessary' might be entered in place of a working paper reference.

Some answers may be 'no' because the evidence or information that was needed could not be obtained and this will need to be considered when the examiner makes their report. It is recommended that all the steps for each Direction are completed with a working paper reference added.

It may be that the examiner completes the checklist as they go through the examination or as a completeness check at the end as they bring their examination to a conclusion and prepare their report. There is no legal requirement to use this checklist and examiners may substitute their own checklist or take an alternative approach.

If the checklist is completed it is recommended that this forms part of the formal record of their independent examination undertaken and is kept in the file of examiner's working papers.

2. Checklist

The Directions and documentation		Step done?	Working paper reference
Direction 1: Check whether the charity is eligible to have an independent examination		✓	
Checked the charity audit threshold applying to the accounts to be reviewed		✓	
Checked an audit is not required for any other reason		✓	
Confirmed the charity is eligible for independent examination		✓	
Confirmed the amount of the charity's income to figure shown the accounts (including any branches) and confirmed that income and assets are below the audit threshold or, if applicable, obtained a copy of the letter from the Commission approving an audit dispensation		N/A	
If the charity has one or more subsidiaries confirmed that group accounts are not required by law		N/A	
If a charitable company checked that the audit exemption statement has been made		N/A	
If applicable, rechecked the threshold calculation during the examination		N/A	
If the charity's income is more than £250,000 confirmed that the examiner is a member of one of the listed bodies		N/A	
If applicable, informed the trustees that the charity is not eligible for an independent examination		N/A	
If receipts and payments accounts have been prepared, checked that the charity's gross income is less than £250,000 and that it is not a company		✓	
If receipts and payments accounts have been prepared, check that there is no requirement to prepare accruals accounts in the charity's governing document or for any other reason		✓	
If applicable, informed the trustees that the charity is not eligible to prepare receipts and payments accounts		N/A	
Direction 2: Check for any conflict of interest that prevents the examiner from carrying out their independent examination		✓	
Confirmed that there are no close personal relationships with the trustees that compromise independence		✓	
Confirmed as having no the day to day involvement in the administration of the charity		✓	
If providing other services to the charity then confirmed that all the criteria in Direction 2 necessary for independence are met		N/A	
Identified that there are no circumstances in the examiners judgment that would reasonably lead to the perception that the examiner is not independent		✓	

The Directions and documentation	Step done?	Working paper reference
Considered whether sufficiently skilled to carry out the examination and, where required, confirmed membership of a listed body	✓	
If applicable, informed the trustees that you are not eligible to carry out the independent examination	N/A	
Direction 3: Record your independent examination		
File of working papers prepared to document the work undertaken (see the Direction for guidance on key working papers)	✓	
Evidence of appointment on file		
If issued, letter of engagement signed by the trustees on file	N/A	
Documentation of steps required by Direction 1 are all done		
Documentation that steps required by Direction 2 are all done		
Analytical review documented		
Areas of concern identified and noted whether these were resolved or if unresolved and significant have included them in the examiner's report		
Verification and vouching procedures undertaken and any checks made are on file	✓	
Copy of approved accounts on file	✓	
Copy of trustees' annual report on file	digital	
Copies of information relied upon as part of the examination are on file	✓	
If applicable, copies of written assurances given	N/A	
Recorded the conclusions drawn as an outcome of the independent examination that support the examiner's report are on file		
Recorded any matters of material significance about which a report must be made direct to the Commission	N/A	
Recorded whether to exercise discretion and report on relevant matters direct to the Commission	N/A	
Direction 4: Plan your independent examination		
Obtained an understanding of the charity's constitution, objectives, organisational structure, the funds managed, its activities and accounting records and systems	✓	
Planned specific examination procedures appropriate to the circumstances of the charity	✓	
Reviewed whether any areas for improvement were advised to the trustees in the previous year's independent examiner's report (or audit report and management letter) and looked to see if any action taken	✓	
Considered the financial risks identified and, where accruals accounts prepared, considered whether the trustees have evidence that shows that the charity is a going concern	N/A	
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	

Working paper reference	Step done?	The Directions and documentation
		Direction 5: Check that accounting records are kept to the required standard
	✓	Checked that accounting records have been kept are complete and considered if they have been kept to the required standard
	✓	Asked the trustees about how they ensure the accounting records are complete
	N/A	If corrections made or records created during the examination, the trustee approval for these has been sought and obtained
	✓	Asked the trustees if they carried out a review of the charity's internal financial controls in the year reported
	N/A	Noted any implications for the examiner's report and for separate reporting to the Commission
	✓	Direction 6: Check that the accounts are consistent with the accounting records
	✓	Compared the accounts with the underlying accounting records
	✓	Checked some entries from the listing of transactions of income and expenditure to vouchers such as invoices, bank statements, and receipts.
	N/A	If applicable, confirmed that the trustees have taken the necessary steps to ensure that restricted or endowed funds are correctly reported in the accounts
	N/A	If additional checks were necessary, the evidence was found that showed the accounting record was complete, voucher present, and both supported the entry in the accounts
	N/A	Direction 7: If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts
	✓	Checked that the disclosures required by the SORP have been made and are complete
	✓	Considered whether there are any implications for the examiner's report and reporting to the Commission
	✓	If receipts and payments accounts prepared and a related party transaction note was provided, then checked the note for any implications for the examiner's report
		Direction 8: Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts
	N/A	Checked with the trustees that the separate funds of the charity have been correctly accounted for and reported correctly in the accounts
	✓	Checked the reasonableness of any significant estimates or judgments that have been made in preparing the accounts

The Directions and documentation	Step done?	Working paper reference
Where accruals accounts are prepared, checked that the accounting policies adopted are consistent with the SORP and are appropriate to the activities of the charity		
Where accruals accounts are prepared, checked that the accounts were prepared on a going concern basis		
Noted any implications for the examiner's report and for separate reporting to the Commission		
Direction 9: The examiner must check whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts	✓	
Asked the trustees whether they expect the charity to be able to settle outstanding invoices, bills and commitments as and when they fall due	N/A	
Asked the trustees about the reserves policy and the adequacy of the level of reserves held	/	
Where accruals accounts are prepared, checked that the trustees' have made an assessment of going concern and that their assessment is reasonable given the information available	/	
Where accruals accounts are prepared, checked that the SORP's disclosures about going concern have been made	/	
Noted any implications for the examiner's report and for separate reporting to the Commission	/	
Direction 10: Check the form and content of the accounts		
Where receipts and payments accounts have been prepared, checked that the charity can lawfully prepare such accounts, that all the accounting statements are present and that the funds of the charity are correctly identified	✓	
Where accruals accounts are prepared, checked that they comply with the SORP and applicable accounting standard	✓	
If the charity is a company, checked that the accounts also comply with the applicable company law requirements	N/A	
Noted any implications for the examiner's report and for separate reporting to the Commission	/	
Direction 11: Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence		
Carried out an analytical review	✓	

Working paper reference	Step done?	The Directions and documentation
	✓	Following the analytical review, selected material items in the accounts for further explanation or supporting evidence
	✓	If the accounts could be materially misstated, additional checks were undertaken and the examiner is satisfied that the item(s) identified were satisfactorily explained and correctly included in the accounts
	✓	Noted any implications for the examiner's report and for separate reporting to the Commission
		Direction 12: Compare the trustees' annual report with the accounts
		Checked that any figure for reserves quoted in the trustees' annual report is not materially inconsistent with the accounts
	W/A	Compared the trustees' annual report with the accounts for any material inconsistency
		Noted any implications for the examiner's report and for separate reporting to the Commission
		Direction 13: Write and sign the independent examination report
		Reviewed the conclusions from the independent examination
		Considered whether the examination has identified a matter of concern that should be reported in the examiner's report
		Checked that the examiner's report covers all of the matters required
		If relying on the work of others in undertaking the independent examination, the examiner is fully satisfied with their work and that work has been fully documented
	✓	Signed and dated the examiner's report
	✓	Reported matters of material significance direct to the Commission
	✓	Exercised discretion and reported relevant matters direct to the Commission