

Charity Registration No. 1179676
Company Registration No. 11086213 (England and Wales)

BUDDHIST COMMUNITY CENTRE KENT LTD
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 November 2024

BUDDHIST COMMUNITY CENTRE KENT LTD
LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr Randhoj Gurung Mr Nimtenji Sherpa Mr Kabiraj Ghising Mr Ganesh Gurung Mr Phurba Sherpa Mrs Shantee Tamang Mr Nabin Siwa Mr Popiraj Rai Mrs Januki Devi Gurung Mr Raksha Bahadur Gurung
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Charity number	1179676
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Company number	11086213
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Registered office	8 Manor Way Ashford Kent TN23 3HD
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Accountants	Sterling Wells Accountants Chartered Certified Accountants Salisbury House 29 Finsbury Circus London, EC2M 7AQ
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BUDDHIST COMMUNITY CENTRE KENT LTD
TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 30 November 2024

The Trustees present their report and the financial statements of the company for the year ended 30 November 2024

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (as amended for accounting periods commencing from 1 January 2016)".

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name Buddhist Community Centre Kent Ltd

Charity registered number 1179676

Registered office address 8 Manor Way
Ashford
Kent
TN23 3HD

Charity's principal address 171 Beaver Road
Ashford
Kent
TN23 7SG

The Trustees

The Trustees, who are also the directors for the purpose of company law, and who served during the year were:

Mr Randhoj Gurung
Mr Nimtenji Sherpa
Mr Kabiraj Ghising
Mr Ganesh Gurung
Mr Phurba Sherpa
Mrs Shantee Tamang
Mr Nabin Siwa
Mr Popiraj Rai
Mrs Januki Devi Gurung
Mr Raksha Bahadur Gurung

Executive Committee

Mr Randhoj Gurung	- Chairperson
Mr Nimtenji Sherpa	- Vice Chairperson
Mr Raksha Gurung	- Vice Chairperson
Mr Kabiraj Ghising	- Secretary
Mr Ganesh Gurung	- Treasurer
Mr Bhim Prasad Gurung	- Assistant Treasurer

Bankers

HSBC Bank
Barclays Bank Plc

BUDDHIST COMMUNITY CENTRE KENT LTD
TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 30 November 2024

Objectives and activities

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities to be carried out.

The charity's objectives are set out in the trust deed and include the following:

- To enlighten the Mahayana tradition of Buddhism and the peaceful solutions that will benefit the members of the community by holding various ritual prayers, public talks, conferences, religious festivals, public celebrations as well as producing and distributing literature materials.
- To undertake social and cultural activities which encourage integration with wider communities and other faiths.
- The charity is devoted to preserving and practicing Buddha's profound teachings to benefit others and provide a place for various ritual ceremonies such as naming, weddings, weaning and funerals as well as holding pujas and group meditation sessions in Mahayana Buddhist tradition.
- The charity is fully committed to creating harmonious environments and helping all beings develop their full potential of infinite wisdom and compassion.

Achievements and performance

Buddhist Community Centre Kent Ltd Trustees', amongst themselves, rotate and bringing in new candidates for the position in the Committee in every three years. As per the cyclic order, the new Committee has taken the responsibilities on 27 November 2021. The Committee consist of ten elected members, two Advisers, one Area Representative and nine ladies from Mother Group. The founder Trustees and the Executive Committee Members manage and run the trust's affairs throughout the year.

The Trustees are pleased with the operational Performance of the trust for the year. Since the Gurkhas had the resettlement right in 2004, a lot of the Ex Gurkhas and their families choose to live in Kent, and it is growing day by day. The trust helped many families and local Community by organising conferences and special advice from the venerable Masters. The Members and devotees continually support the centre with regular and special contribution towards our objective to establish a Buddhist monastery.

The Centre's activities are meditation classes, Buddha's profound teaching, worshipping (pujas), birth/naming ceremony, death rituals and rites etc. specially Buddha Jayanti (Buddha's Birthday) celebration and obstacle removing puja draws more than four hundred (each event) devotees from Kent and beyond. The support from the Members, devotees and volunteers are the major contribution to the growth and success of our Centre.

The trust has finally managed to purchase a suitable property at £621,000.00 (six hundred twenty-one thousand pound) for the purpose of converting into Buddhist Monastery (Meditation Centre) in South Ashford. We had submitted a design and plan for side extension and conversion into a traditional Buddhist Monastery to Ashford Borough Council for planning permission which has now been granted and the works for which has now commenced.

The Charity's investment performance is monitored and measured regularly and seek expert advice related to investment.

Financial review

Total income for the period was £112,190 (2023: £103,020). The charity operating surplus is £85,546 (2023: £81,130) made up of restricted and unrestricted funds as shown in the Statement of Financial Activities. The total cash at bank as at 30 November 2024 was £69,645 (2023: £206,020).

It is the reserves policy of the charity that the restricted funds are used for the building of gumba (monastery) and the unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to six month's expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

BUDDHIST COMMUNITY CENTRE KENT LTD
TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 30 November 2024

Structure, governance and management

The Charity is a company limited by guarantee without share capital. The trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the incoming resources and application of resources of the company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

No preference dividends were paid. The directors do not recommend payment of a final dividend.

The trustees' report was approved by the Board of Trustees and signed on behalf of the trustees:

Nimtenji Sherpa

Trustee

Dated: 15 August 2025

BUDDHIST COMMUNITY CENTRE KENT LTD

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BUDDHIST COMMUNITY CENTRE KENT LTD FOR THE YEAR ENDED 30 November 2024

We report to the Trustees on my examination of the financial statements of Buddhist Community Centre Kent Ltd (the Charity) for the year ended 30 November 2024.

Responsibilities and basis of report

As the Trustees of the Charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, we report in respect of our examination of the Charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out our examination we have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

We have completed our examination. We confirm that no matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

We have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Sterling Wells Accountants
Chartered Certified Accountants
809 Salisbury House
29 Finsbury Circus
London, EC2M 5SQ
Dated: 15 August 2025

BUDDHIST COMMUNITY CENTRE KENT LTD
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 November 2024

	Notes	Restricted funds	Unrestricted funds	2023
		£	£	£
Income from donations and legacies				
Donations and legacies	3	112,190		86,886
Other Income				
Other Income-Gift Aid from HMRC	4	-		16,135
		<u>112,190</u>		<u>103,020</u>
Expenditure on:				
Costs of raising funds	5	26,644		21,890
Building purchased				
Net expenditure for the year/				
Net movement in funds		85,546		81,130
Fund balances as at 1 December 2023		<u>764,011</u>	<u>19,257</u>	
Fund balances as at 30 November 2024		<u>849,558</u>	<u>19,257</u>	

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements of an income and expenditure account under the Companies Act 2006.

BUDDHIST COMMUNITY CENTRE KENT LTD
BALANCE SHEET
AS AT 30 November 2024

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	10	874,390	643,469
CURRENT ASSETS			
Cash at bank and in hand		<u>69,645</u>	<u>206,020</u>
		69,645	206,020
Creditors: Amounts Falling Due Within One Year	11	<u>(720)</u>	<u>(720)</u>
Net current assets (Liabilities)		68,925	205,300
Creditors: Amounts Falling Due After More Than One Year	13	<u>(74,500)</u>	<u>(65,500)</u>
NET ASSETS/(LIABILITIES)		<u>868,815</u>	<u>783,269</u>
INCOME FUNDS			
Restricted income funds		849,558	764,011
Unrestricted funds		<u>19,257</u>	<u>19,257</u>
		<u>868,815</u>	<u>783,269</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 November 2024. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The Trustees responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts are approved by the Trustees on 15 August 2025.

Nimtenji Sherpa
Trustee

Balram Gurung
Trustee

Company Registration No. 11086213

1 Accounting policies

Charity information

Buddhist Community Centre Kent Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 8 Manor Way, Ashford, Kent, England, TN23 3HD .

1.1 Accounting convention

The accounts have been prepared in accordance with the Charity's constitution, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)(effective 1 January 2015)". The Charity is a Public Benefit Entity as defined by FRS 102

The accounts are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The accounting policies adopted are set out below.

1.2 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.3 Incoming resources

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.4 Tangible Fixed Assets and Depreciation

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. No depreciation is provided in the year of acquisition. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful life.

1.5 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

BUDDHIST COMMUNITY CENTRE KENT LTD
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 November 2024

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire, are discharged or cancelled.

1.6 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Income from donations and legacies

	Restricted fund	Unrestricted fund	
	2024		2023
	£	£	£
Donations and gifts	104,198	-	77,167
Donated goods and services	7,992	-	9,719
	<u>112,190</u>	<u>-</u>	<u>86,886</u>

BUDDHIST COMMUNITY CENTRE KENT LTD
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 November 2024

4 Other Income

Gift Aid from HMRC	-	16,135
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5 Costs of raising funds

	2024	2023
	£	£
Share of support costs (see note 6)	25,924	21,097
Share of governance costs (see note 6)	720	793
	<u>26,644</u>	<u>21,890</u>

6 Support costs

	Support costs	Governance costs	2024	2023
	£	£	£	£
Volunteer contribution	7,992	-	7,992	9,719
Other expenses	920		920	1,677
Event management	16,951		16,951	7,859
Legal & professional fees	-	720	720	793
Travel	-		-	1,777
Bank charges	61		61	65
	<u>25,924</u>	<u>720</u>	<u>26,644</u>	<u>21,890</u>

7 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

8 Employees

There were no employees during the year.

9 Tangible fixed assets

	Land and buildings	Totals
	£	£
Cost		
As at 1 December 2023	643,469	643,469
Additions	230,921	230,921
	<u>874,390</u>	<u>874,390</u>
Net Book Value		
As at 1 December 2023	<u>643,469</u>	<u>643,469</u>
As at 30 November 2024	<u>874,390</u>	<u>874,390</u>

Included within tangible fixed assets are freehold land and buildings. During the year, additions relate to construction costs incurred to convert the building into a monastery. The conversion works are ongoing, and as the asset remains under construction, no depreciation has been charged for the year.

BUDDHIST COMMUNITY CENTRE KENT LTD
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 November 2024

10 Creditors: amounts falling due within one year

2024	2023
£	£
720	720

Accruals and deferred income

11 Related party transactions

There were no disclosable related party transactions during the year (2023-nil).

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

2024	2023
£	£
-	-

12 Cash generated from operations

Restricted fund	Unrestricted fund	
	2024	2023
£	£	£
85,546	-	81,130
85,546	-	81,130

Surplus/ (Deficit) for the year

13 Creditors due in more than one year

2024	2023
£	£
74,500	65,500

Interest free loan

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	Yes	https://www.gov.uk/government/publications/independent-examination-of-charity-accounts-trustees-cc31/independent-examination-of-charity-accounts-trustees
Checked an audit is not required for any other reason	Yes	
Confirmed the charity is eligible for independent examination	Yes	
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	Yes	
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	Yes.	It is exempt from audit requirement in section 477 of the companies act 2006.
If applicable, rechecked the threshold calculation during the examination	Yes	
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	N/A	
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	N/A	
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	Yes	BUD001-Trustees Report
Confirmed as having no the day to day involvement in the administration of the charity	Yes	
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 examiner's judgment that would reasonably lead to the perception that the examiner is not independent	N/A	
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	Yes	ACCA Member
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)	Yes	File-" BUD001-Accounts 20241130"
Evidence of appointment on file	Yes	
If issued, letter of engagement signed by the trustees on file	Yes	
Documentation of steps required by Direction 1 are all done	Yes	
Documentation that steps required by Direction 2 are all done	Yes	
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	N/A	
Verification and vouching procedures undertaken and any checks made are on file	Yes	
Copy of approved accounts on file	Yes	
Copy of trustees' annual report on file	Yes	
Copies of information relied upon as part of the examination are on file	Yes	
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	Yes	
Planned specific examination procedures appropriate to the circumstances of the charity	No	
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	No	
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	Yes	

Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	
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The Directions and documentation	Step done?	Working paper reference
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	Yes	
Asked the trustees about how they ensure the accounting records are complete	Yes	
If corrections made or records created during the examination, the trustee approval for these has been sought and obtained	N/A	
Asked the trustees if they carried out a review of the charity's internal financial controls in the year reported	No	
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	
Direction 6: Check that the accounts are consistent with the accounting records		
Compared the accounts with the underlying accounting records	Yes	
Checked some entries from the listing of transactions of income and expenditure to vouchers such as invoices, bank statements, and receipts.	Yes	
If applicable, confirmed that the trustees have taken the necessary steps to ensure that restricted or endowed funds are correctly reported in the accounts	Yes	
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	Yes	
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	Yes	
Considered whether there are any implications for the examiner's report and reporting to the Commission	N/A	
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	N/A	
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		
Checked with the trustees that the separate funds of the charity have been correctly accounted for and reported correctly in the accounts	Yes	
Checked the reasonableness of any significant estimates or judgments that have been made in preparing the accounts	N/A	

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	Yes	
Where accruals accounts are prepared, checked that the accounts were prepared on a going concern basis	Yes	
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	
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	Yes	
Asked the trustees about the reserves policy and the adequacy of the level of reserves held	Yes	
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	Yes	
Where accruals accounts are prepared, checked that the SORP's disclosures about going concern have been made	Yes	
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	
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	N/A	
Where accruals accounts are prepared, checked that they comply with the SORP and applicable accounting standard	Yes	
If the charity is a company, checked that the accounts also comply with the applicable company law requirements	Yes	
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	
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	Yes	

The Directions and documentation	Step done?	Working paper reference
Following the analytical review, selected material items in the accounts for further explanation or supporting evidence	Yes	
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	N/A	
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	
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	Yes	
Compared the trustees' annual report with the accounts for any material inconsistency	Yes	
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A	
Direction 13: Write and sign the independent examination Report		
Reviewed the conclusions from the independent examination	Yes	
Considered whether the examination has identified a matter of concern that should be reported in the examiner's report	N/A	
Checked that the examiner's report covers all of the matters required	Yes	
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	N/A	
Signed and dated the examiner's report	Yes	
Reported matters of material significance direct to the Commission	N/A	
Exercised discretion and reported relevant matters direct to the Commission	N/A	