



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01.04.2021  
To 31.03.2022

Period start date  
Period end date

**Charity name: North East Ladies Day**

**Charity registration number: 1185673**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	North East Ladies Day provides support to the local community within the North East of England (County Durham and Tees Valley), raising charitable donations to be distributed to local community groups, other charities and organisations, which will include but not limited to, the relief of those in need by reason of youth, age, ill-health, disability, financial hardship, domestic and psychological abuse and community projects.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	North East Ladies Day was established as a not-for-profit organisation in 1981 and held its first annual event in 1983. The aim is to encourage women to meet in friendship and at the same time raise funds for charitable work in the North East region. North East Ladies Day was newly registered as a CIO on 7 <sup>th</sup> October 2019, since which time, due to Covid restrictions, only one event has been held during this reportable period. The aim is to hold two annual events with the aim of raising in excess of £20,000 per year across the two events.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Our grant considerations and criteria are: Money and time will be dedicated to supporting small groups that benefit the local community;

		Beneficiaries must support the community in the North East of England – County Durham and Tees Valley; Beneficiaries must have an annual income of less than £300,000; Beneficiaries must have low operating costs and; Beneficiaries must have no paid employees who earn more than £60,000 per annum.
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>During the period, the lifting of the national lockdown and restrictions of the Covid-19 pandemic enabled us to hold our annual fundraising events. There continued to be some uncertainty caused by the pandemic, mainly the varying restrictions and advice surrounding socialising, which would directly impact our fundraising events. However, both events held during this period were very successful in raising another significant sum for local causes.</p> <p>As a CIO, we worked hard to respond to local charity's needs and their request for support due to the pandemic.</p> <p>In total this year we distributed over £16,000 across 11 individual charity's and organisations. Examples of some of the grants distributed included: £6,563 on Christmas activities such as Christmas lunch for the homeless, food hampers and presents for disadvantaged children. £2,988 for the provision of dance lessons for children with special needs. £1,200 for providing comfort bags for patients diagnosed with breast cancer, giving them a much needed boost.</p>

		<p>£2,000 for the Russ Devereux Project, which aims to reduce the number of deaths by suicide through therapy and preventative education and training.</p> <p>The future objectives for the CIO is to target a younger demographic audience for our annual events with the aim to achieve a wider spread of donations.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	During the period under review, we have raised £476 (grants and donations) and £31,500 (fundraising activities), resulting in total income of £31,976. After expenditure (including grants made to charities) of £30,160 we had a surplus of £11,694 as of 31 <sup>st</sup> March 2022.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Trustees completed an annual review on reserves and agreed that £8,000 was required to safeguard the charity's financial requirements for the forthcoming year.
Amount of reserves held	Para 1.22	£8,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Deed of trust
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed by a resolution passed at a meeting of the charity's board. Trustees are selected by the board based on their eligibility, skills, knowledge and experience needed for the effective administration of the charity. New trustees receive an induction into the workings of the charity, and will receive on or before their first appointment, a copy of the current version of the constitution and a copy of the charity's latest Annual Report and statement of accounts.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	North East Ladies Day
Other name the charity uses	NELD
Registered charity number	1185673

Charity's principal address	C/o Mitchells Grievson Chartered Accountants Kensington House 3 Kensington Bishop Auckland DL14 6HX

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Hayley Bullen	Trustee		
2	Richard Atkinson	Trustee		
3	Susan Andrews	Former Chair and Trustee	01.04.2021 to 29.06.2021	
4	Joanne Lowes	Chair	29.06.2021 to 31.03.2022	
5	Joanna Maine	Secretary and Trustee	29.06.2021 to 31.03.2022	
6	Claire Wilson	Treasurer and Trustee	29.06.2021 to 31.03.2022	
7	Christine Nolan	Trustee	29.06.2021 to 31.03.2022	
8				
9				
10				
11				
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15				
16				
17				
18				
19				
20				

## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

#### Reason for non-disclosure of key personnel details

N/A

## Other optional information


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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Claire Wilson	
Position (eg Secretary, Chair, etc)	Treasurer	
Date	26.01.2023	

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**REGISTERED COMPANY NUMBER: CE019102 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1185673**

**Report of the Trustees and**  
**Unaudited Financial Statements**  
**for the Year Ended 31 March 2022**  
**for**  
**NORTH EAST LADIES DAY**

Mitchells Grievson Limited  
Kensington House  
3 Kensington  
Bishop Auckland  
Co. Durham  
DL14 6HX

## **NORTH EAST LADIES DAY**

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## **NORTH EAST LADIES DAY**

### **Report of the Trustees for the year ended 31 March 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of 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 2019).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims of the Charity**

North East Ladies Day was established as a not-for-profit organisation in 1981 and held its first annual event in 1983. The aim is to encourage women to meet in friendship and at the same time raise funds for charitable work in the North East region.

North East Ladies Day was newly registered as a CIO on 7th October 2019, since which time, due to Covid restrictions, only one event has been held during this reportable period. The aim is to hold two annual events with the aim of raising in excess of £20,000 per year across the two events.

The charity provides support to the local community within the North East of England (County Durham and Tees Valley), raising charitable donations to be distributed to local community groups, other charities and organisations, which will include but not limited to, support for homelessness, medical provisions, elderly care, care of young people and children, domestic and psychological abuse and community projects.

The trustees have had regard to the Charity Commission guidance on public benefit.

##### **Achievements and performance**

During the period, the lifting of the national lockdown and restrictions of the Covid-19 pandemic enabled us to hold our annual fundraising events. There continued to be some uncertainty caused by the pandemic, mainly the varying restrictions and advice surrounding socialising, which would directly impact our fundraising events. However, both events held during this period were very successful in raising another significant sum for local causes.

As a CIO, we worked hard to respond to local charity's needs and their request for support due to the pandemic.

In total this year we distributed over £16,000 across 11 individual charity's and organisations. Examples of some of the grants distributed included:

£6,563 on Christmas activities such as Christmas lunch for the homeless, food hampers and presents for disadvantaged children.

£2,988 for the provision of dance lessons for children with special needs.

£1,200 for providing comfort bags for patients diagnosed with breast cancer, giving them a much needed boost.

£2,000 for the Russ Devereux Project, which aims to reduce the number of deaths by suicide through therapy and preventative education and training.

The future objectives for the CIO is to target a younger demographic audience for our annual events with the aim to achieve a wider spread of donations.

##### **Financial review and reserves policy**

The charity ends this financial year with a surplus of £11,694, which represents the cash held in the bank as at 31st March 2022.

The charity's reserves policy is to aim to have an amount in free reserves of £8,000 to safeguard the financial requirements for the forthcoming year.

Free reserves are unrestricted funds which are not designated.

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

##### **Governing document**

The charity was registered as a charitable incorporated organisation on 7th October 2019.

The charity is controlled by its governing document and constitution, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

## **NORTH EAST LADIES DAY**

### **Report of the Trustees for the year ended 31 March 2022**

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

##### **Recruitment and appointment of new trustees**

Trustees are appointed by a resolution passed at a meeting of the charity's board. Trustees are selected by the board based on their eligibility, skills, knowledge and experience needed for the effective administration of the charity. New trustees receive an induction into the workings of the charity, and will receive on or before their first appointment, a copy of the current version of the constitution and a copy of the charity's latest Annual Report and statement of accounts.

##### **Organisational structure**

The board of trustees meets monthly to discuss and decide matters of policy and strategy for the charity.

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

##### **Registered Company number**

CE019102 (England and Wales)

##### **Registered Charity number**

1185673

##### **Registered office**

C/O Mitchells Grievson Limited  
Kensington House  
3 Kensington  
Bishop Auckland  
Co. Durham  
DL14 6HX

##### **Trustees**

The trustees serving during the year and since the year end were as follows:

Mrs Joanne Lowes - Chair - Appointed 29th June 2021  
Mrs Hayley Bullen - Vice Chair - Appointed 7th October 2019  
Mrs Joanna Maine - Secretary - Appointed 29th June 2021  
Miss Claire Wilson - Treasurer - Appointed 29th June 2021  
Mrs Christine Nolan - Trustee - Appointed 29th June 2021  
Mr Richard Atkinson - Trustee - Appointed 7th October 2019 and Resigned 8th October 2022  
Mrs Susan Andrews - Former Chair - Appointed 7th October 2019 and Resigned 29th June 2021

##### **Independent Examiner**

Mr Nigel Rea FCA  
ICAEW  
Mitchells Grievson Limited  
Kensington House  
3 Kensington  
Bishop Auckland  
Co. Durham  
DL14 6HX

Approved by order of the board of trustees on 26 January 2023 and signed on its behalf by:



Miss C L Wilson - Trustee

**Independent Examiner's Report to the Trustees of  
North East Ladies Day**

**Independent examiner's report to the trustees of North East Ladies Day ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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)).

I 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 accounts to be reached.



Mr Nigel Rea FCA  
ICAEW  
Mitchells Grievson Limited  
Kensington House  
3 Kensington  
Bishop Auckland  
Co. Durham  
DL14 6HX

Date: 31/1/23

# **NORTH EAST LADIES DAY**

## **Statement of Financial Activities for the year ended 31 March 2022**

		<b>Year Ended 31.3.22 Unrestricted fund £</b>	<b>Period 7.10.19 to 31.3.21 Total funds £</b>
<b>INCOME AND ENDOWMENTS FROM</b>	Notes		
Donations and legacies		<b>476</b>	16,361
Other trading activities	2	<b>31,500</b>	6,715
<b>Total</b>		<b>31,976</b>	23,076
 <b>EXPENDITURE ON</b>			
Raising funds	3	<b>30,160</b>	13,198
 <b>NET INCOME</b>		<b>1,816</b>	9,878
 <b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		<b>9,878</b>	-
 <b>TOTAL FUNDS CARRIED FORWARD</b>		<b>11,694</b>	9,878

The notes form part of these financial statements

# NORTH EAST LADIES DAY

## Balance Sheet 31 March 2022

	Notes	2022 Unrestricted fund £	2021 Total funds £
<b>CURRENT ASSETS</b>			
Cash at bank		11,694	9,878
<b>NET CURRENT ASSETS</b>		<u>11,694</u>	<u>9,878</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>11,694</u>	<u>9,878</u>
<b>NET ASSETS</b>		<u>11,694</u>	<u>9,878</u>
<b>FUNDS</b>	7		
Unrestricted funds		<u>11,694</u>	<u>9,878</u>
<b>TOTAL FUNDS</b>		<u>11,694</u>	<u>9,878</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 26 January 2023 and were signed on its behalf by:



C L Wilson - Trustee



## NORTH EAST LADIES DAY

### Notes to the Financial Statements for the year ended 31 March 2022

#### 1. ACCOUNTING POLICIES

##### Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### Taxation

The charity is exempt from corporation tax on its charitable activities.

##### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. OTHER TRADING ACTIVITIES

	Year Ended	Period
	31.3.22	7.10.19 to 31.3.21
	£	£
Fundraising events	30,500	6,715
Sponsorships	1,000	-
	<u>31,500</u>	<u>6,715</u>

# NORTH EAST LADIES DAY

## Notes to the Financial Statements - continued for the year ended 31 March 2022

### 3. RAISING FUNDS

#### Raising donations and legacies

	Year Ended 31.3.22 £	Period 7.10.19 to 31.3.21 £
Support costs	<u>30,160</u>	<u>13,198</u>

### 4. SUPPORT COSTS

	Management £
Raising donations and legacies	<u>30,160</u>

Support costs, included in the above, are as follows:

	Year Ended 31.3.22 Raising donations and legacies £	Period 7.10.19 to 31.3.21 Total activities £
Fundraising events	12,544	3,454
Donations	16,251	9,016
Merchant charges	318	48
PPS and computer costs	88	35
Advertising and marketing	660	645
Sundries	299	-
	<u>30,160</u>	<u>13,198</u>

### 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the period ended 31 March 2021.

#### Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the period ended 31 March 2021.

# NORTH EAST LADIES DAY

## Notes to the Financial Statements - continued for the year ended 31 March 2022

### 6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	16,361
Other trading activities	6,715
<b>Total</b>	<u>23,076</u>
 <b>EXPENDITURE ON</b>	
Raising funds	13,198
 <b>NET INCOME</b>	 <u>9,878</u>
 <b>TOTAL FUNDS CARRIED FORWARD</b>	 <u><u>9,878</u></u>

### 7. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
<b>Unrestricted funds</b>			
General fund	9,878	1,816	11,694
<b>TOTAL FUNDS</b>	<u>9,878</u>	<u>1,816</u>	<u>11,694</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	31,976	(30,160)	1,816
<b>TOTAL FUNDS</b>	<u>31,976</u>	<u>(30,160)</u>	<u>1,816</u>

# **NORTH EAST LADIES DAY**

## **Notes to the Financial Statements - continued for the year ended 31 March 2022**

### **7. MOVEMENT IN FUNDS - continued**

#### **Comparatives for movement in funds**

	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>		
General fund	9,878	9,878
	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>9,878</u>	<u>9,878</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	23,076	(13,198)	9,878
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>23,076</u>	<u>(13,198)</u>	<u>9,878</u>

### **8. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2022.

# **NORTH EAST LADIES DAY**

## **Detailed Statement of Financial Activities for the year ended 31 March 2022**

	Year Ended 31.3.22 £	Period 7.10.19 to 31.3.21 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations and grants	476	16,361
<b>Other trading activities</b>		
Fundraising events	30,500	6,715
Sponsorships	1,000	-
	<u>31,500</u>	<u>6,715</u>
<b>Total incoming resources</b>	<b>31,976</b>	<b>23,076</b>
<b>EXPENDITURE</b>		
<b>Support costs</b>		
<b>Management</b>		
Fundraising events	12,544	3,454
Donations	16,251	9,016
Merchant charges	318	48
PPS and computer costs	88	35
Advertising and marketing	660	645
Sundries	299	-
	<u>30,160</u>	<u>13,198</u>
<b>Total resources expended</b>	<b>30,160</b>	<b>13,198</b>
<b>Net income</b>	<b><u>1,816</u></b>	<b><u>9,878</u></b>

**Independent Examiner's Report to the Trustees of  
North East Ladies Day**

**Independent examiner's report to the trustees of North East Ladies Day ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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)).

I 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 accounts to be reached.



Mr Nigel Rea FCA  
ICAEW  
Mitchells Grievson Limited  
Kensington House  
3 Kensington  
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Date: 31/1/23