

Trustees' Annual Report

For the period

From (start date)

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 to end date

3	1	0	8	2	2
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Section A Reference and administration details

Charity name	<table border="1"><tr><td colspan="6">13th Cambridge Scout Group</td></tr></table>	13th Cambridge Scout Group																								
13th Cambridge Scout Group																										
Other names the charity is known by	<table border="1"><tr><td colspan="6"></td></tr></table>																									
Registered charity number (if any)	<table border="1"><tr><td>1</td><td>1</td><td>9</td><td>0</td><td>3</td><td>5</td><td>8</td></tr></table>	1	1	9	0	3	5	8																		
1	1	9	0	3	5	8																				
HQ registration number	<table border="1"><tr><td>1</td><td>0</td><td>0</td><td>1</td><td>1</td><td>0</td><td>1</td><td>5</td></tr></table>	1	0	0	1	1	0	1	5																	
1	0	0	1	1	0	1	5																			
Charity's principal address	<table border="1"> <tr><td colspan="6">Notts Own Scout Hut</td></tr> <tr><td colspan="6">Marmora Road</td></tr> <tr><td colspan="6">Cambridge</td></tr> <tr> <td>Postcode</td><td>C</td><td>B</td><td>1</td><td>3</td><td>P</td><td>Y</td></tr> </table>	Notts Own Scout Hut						Marmora Road						Cambridge						Postcode	C	B	1	3	P	Y
Notts Own Scout Hut																										
Marmora Road																										
Cambridge																										
Postcode	C	B	1	3	P	Y																				

Names of the charity trustees who manage the charity
(These will be published in the annual report of the charity and the Charity Register if reporting for a Registered Charity with a charity regulator)

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Sarah Swire	GSL	
2	Malcolm Hunter	Chair	
3	Janette Evely	Secretary	
4	Maud Fromaget-Blackmore	Treasurer	
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)
(These will be published in the annual report of the charity)

Type of advisor	Name	Address

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (e.g. trust deed, constitution)	<table border="1"><tr><td>The Group's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.</td></tr></table>	The Group's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.
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How the charity is constituted (e.g. trust, association, company)	<table border="1"><tr><td>The Group is a trust established under its rules which are common to all Scouts.</td></tr></table>	The Group is a trust established under its rules which are common to all Scouts.
The Group is a trust established under its rules which are common to all Scouts.		
Trustee selection methods (e.g. appointed by, elected by)	<table border="1"><tr><td>The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.</td></tr></table>	The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.
The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.		

Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

Policies and procedures adopted for:

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every # months.

a) the induction and training of trustees; b) trustee consideration of major risks and the systems and procedures to manage them

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:
The maintenance of Group property;
The raising of funds and the administration of Group finance;
The insurance of persons, property and equipment;
Group public occasions;
Assisting in the recruitment of leaders and other adult support;
Appointing any sub committees that may be required;
Appointing Group Administrators and Advisors other than those who are elected.

Section B	Structure, governance and management (continued)
	<p>Risk and Internal Control</p> <p>The Group Executive Committee has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:</p> <p>Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.</p> <p>Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.</p> <p>Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.</p> <p>Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.</p> <p>Reduction or loss of members. The Group provides activities</p>

for all young people aged 6 to 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>The Purpose of Scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>The Values of Scouting As Scouts we are guided by these values: Integrity - We act with integrity; we are honest, trustworthy and loyal. Respect - We have self-respect and respect for others. Care - We support others and take care of the world in which we live. Belief - We explore our faiths, beliefs and attitudes. Co-operation - We make a positive difference; we co-operate with others and make friends.</p> <p>The Scout Method Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and: - enjoy what they are doing and have fun - take part in activities indoors and outdoors - learn by doing - share in spiritual reflection - take responsibility and make choices - undertake new and challenging activities - make and live by their Promise.</p>
Summary of the main activities in relation to these objects	<p>programme of events for Scouts, Cubs and Beavers. The Group aims to maintain membership of approximately 60 young people.</p> <p>The Group rents out its own building to other Groups (Explorers, Guides, Brownies, Rainbows and an after school club). Additionally income is generated from occasional private hire. The building has been substantially improved with renovated kitchen and toilets this year. This has been mainly funded from a Council S106 grant.</p> <p>This year the Group has made donations to two Souts</p>
Additional details of the objectives and activities (optional information but encouraged as best practice)	
<p>You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> • policy on grantmaking; • contribution made by volunteers; • policy on investments. 	
Public benefit statement	The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development

headings.

Section D	Achievements and performance
Summary of the main achievements of the charity during the year	<p>The Group has had a successful year, maintaining steady numbers of young people and adults. We have been pleased with renovations to the building which has improved the activities we can offer.</p>

Section E	Financial Review
Brief statement of the charity's policy on reserves	<p>Reserves Policy</p> <p>income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 12 months running costs plus funds for building improvements, circa £15,000.</p> <p>In addition the Group will add £500 per year to this account for building improvements.</p>
Quantify and explain any designations	
Details of any funds materially in deficit (circumstances plus steps to eliminate)	

Further financial review details (optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none">the charity's principal sources of funds (including any fundraising);how expenditure has supported the key objectives of the charity;investment policy and objectives;	<p>Investment Policy</p> <p>The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.</p>
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Section F	Other Optional Information
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Plans for future periods (details of any significant activities planned to achieve them)

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Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Sarah Swire	Janette Evely
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Position (eg Secretary, Chair)

GSL	Secretary
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Date

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When?	Who?	How?	How much?	What?
Paid Out			[About..]	
1st of month	Cambridge City Council	DD	-£31.00 per month	Council Tax
23rd of month	EON	DD	-£100.00 per month	Electricity
January & August	Pennon Water Services	DD	-£66.92 twice a year	Water and sewage
July	Unity Scout Insurance	FP	-£724.00 annual	Insurance

[illegible]

Group	Sequence	invoice #	Period	total amount
Beavers Beavers Beavers	1	64410	Beaver -Summer20	£205.75
Cubs	2	NA	Cubs - winter20	£31.89
Cubs	3	NA		£36.00
Beavers Beavers Beavers	4	65483	Beavers- Autumn20	£104.48
Scouts Scouts Scouts	5	65484	Scout- Autumn20	£176.53
Beavers Beavers Beavers Beavers Beavers Beavers	6	67698	"Winter 2021"	£92.07
Scouts Scouts Scouts	7	68069	Summer 2021	£365.57
Beavers Beavers	8	68267	Summer 2021	£5.95
Cubs	9	69717	Summer 2021	£130.15
Cubs	10	71215	Cub Camp 2021	£806.06
Cubs	11	71513	Cubs - Autumn21	£33
Scouts	12	71830	Autumn camp (in OSM, it's under Beaver but this is for Scout)	£849.18
Beavers	13	71831	Beaver - Autumn 2021	£86.55
Scouts	14	72639	Scout- Autumn21	£10.40
Cubs	15	72908	Cub - Autumn21	£64.53
Cubs	16	73000	Cub - Theatre	£416.00
Cubs	17	73930	Cub - Winter21	£31.44
Cubs	18	74473	Cub - Winter21 Final	£16.00
Beavers	19	75255	"Winter 2021"	£23.19
Scouts	20	71222	"Autumn 2021"	£153.57
Cubs	21	76858	Spring 22	£162.34
Scouts	22	71221	Autumn Scout Camp	£806.22

Scouts	23	79268	May expedition Cost	£72.60
Beavers		81920	Beaver Summer 22	£105.30
Cubs		79326	Cub summer 22	85.77
Cubs		79730	Cub camp 22	70
Cubs		80008	Material restock	128.23
Cubs		80961	Cub sleepover	35.73
Scouts		81921	Scout summer 22	311.58
Cubs		83438	Camp 2022	677.24
Cubs		84777	Camp 2022 additional	23.73

paid	Person	budget
	Simon	equipement/maintenance
	Simon	program activities
	Simon	uniform and badges
Sep 24, 20	Graham Hugues	program activities
09/20	Graham Hugues	program activities
03/21	Simon	program activities
03/21	Simon	uniform and badges
03/21	Simon	program activities
03/21	Simon	uniform and badges
03/21	Simon	program activities
03/21	Simon	equipement/maintenance
Feb 12, 21	Simon	program activities
Feb 18, 21		program activities
Mar 20, 21		equipement/maintenance
Apr 14, 21		equipement/maintenance
Apr 9, 21		uniform and badges
Apr 13, 21		uniform and badges
	Simon	program activities
		equipement/maintenance
		uniform and badges
May 4, 21	Simon	program activities
May 13, 21	Simon	program activities
	Graeme	program activities
	Graeme	camp
	Graeme	program activities
	Simon	program activities
	Simon	program activities
		uniform and badges
Oct 31, 21	Fabian Klotzl	program activities
Nov 7, 21	Graeme	program activities
		uniform and badges
Nov 9, 21	Graeme	program activities
Dec 13, 21	Graeme	program activities
Jan 1, 21	Graeme	program activities
Jan 24, 22	Simon	program activities
Sep 16, 21	Simon	program activities
		equipement/maintenance
		uniform and badges
Mar 9, 22	Graeme	program activities
Sep 16, 21	Simon	program activities

May 13, 22	Simon	program activities
Jul 22, 22	Simon	program activities uniform and badges
May 15, 22	Graeme Hugues	program activities
May 24, 22	Graeme Hugues	program activities
Jun 2, 22	Graeme Hugues	Hut maintenance
Jun 27, 22	Graeme Hugues	program activities
Jul 22, 22	Simon	program activities equipement/maintenance uniform and badges
Sep 25, 22	Graeme Hugues	program activities
Oct 31, 22	Graeme Hugues	program activities

	amount /budget	paid back
	£37.98	
	£56.99	paid
	£110.78	
OSM membership Cub pumpkn	£31.89 £36.00	paid
OSM membership Beaver	£43.00	
Xmas gift+craft	£49.50 £11.98	paid
	£105.04	
Xmas +Lazy bee script batteries and electric repair	£43.49 £28.00	paid
pancake ceramic guttering and fence wire extension lead socket badges badges	£7.92 £41.15 £5.68 £5.92 £29.70 £1.70	paid
geocashing, cooking, magnetic, OSM scout bungee cord, maps neckers, badges	£115.95 £17.67 £231.95	paid
balloons sunflower seeds	£4.50 £1.45	paid
food, t-shirt Tie Die	£130.15	paid
	£806.06	paid
OSM Membership Cub	£33.00	
	£849.18	
	£3.89	
	£82.66	
	£10.40	
	£35.98	
	£28.55	
	£416.00	
	£31.44	
	£16.00	
Santa's sledge, glue, haggis, food	£23.19	
food, face mask, Xmas party notice board badges	118.94 15.98 18.65	
	£162.34	
Camp	£806.22	

Camp	£72.60
	£55.05
	£50.25
	85.77
	70
	128.23
	35.73
	86.64
	74.96
	149.98
Camp	677.24
Camp	23.73

date

Nov 11, 20

Jan 25, 21

Mar 2, 21

Mar 2, 21

Aug 17, 21

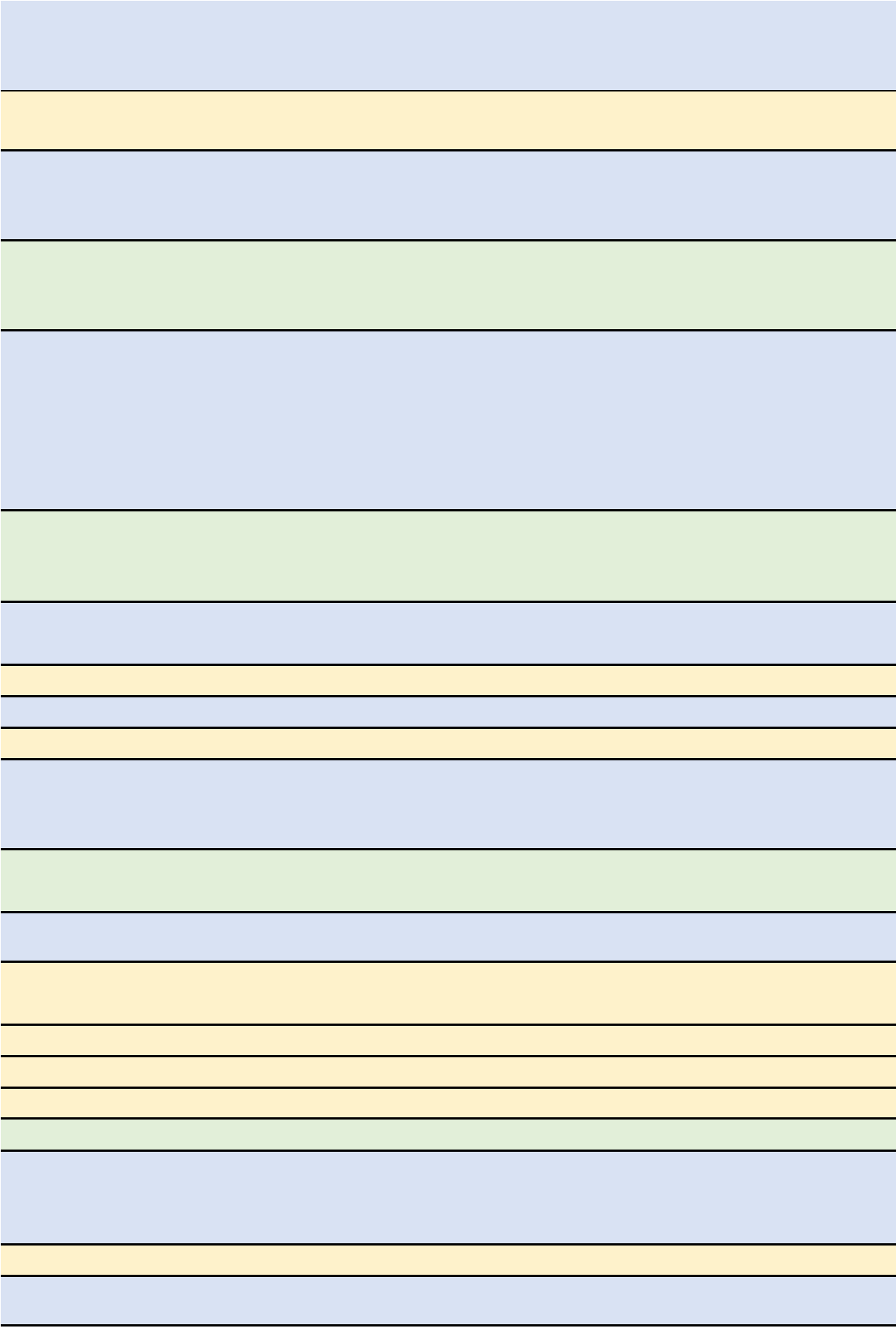
Aug 17, 21

Aug 17, 21

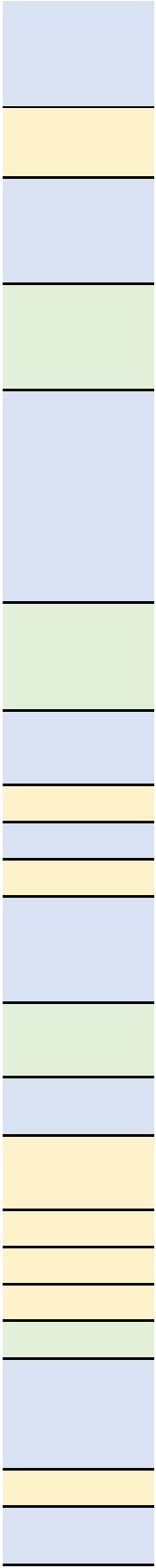
Aug 17, 21

Sep 30, 21

[illegible]



[illegible]



11.56

family event
Summer 20

old guide
explorers

[illegible]14.53
72.65
303.73

2011							
2012							
2013							
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13th Cambridge Scout Group Receipts and Payments Account

	201920	201819	201718	201617	201516
YEAR END	1/9/2019 to 31/8/2020	1/9/2018 to 31/8/2019	1/9/2017 to 31/8/2018	1/9/2016 to 31/8/2017	1/9/2015 to 31/8/2016
RECEIPTS					
Donations, legacies and similar income					
Donations	4,148	4,174	4,630	2,970	2,101
Less: Membership Subscriptions paid or retained	3,390	3,320	3,821	1,759	1,365
Net membership subscriptions retained	758	854	809	1,211	736
Donations	12,382	Includes £10k Grant & Gift Aid repayment	3,063	100	100
Sub total	14,141	2,694	3,872	1,311	736
Fundraising					
BBQ income	-	-	-	-	-
Lucky 13	-	147	-	-	-
Bingo income	-	-	-	-	-
Sub total	-	147	-	-	-
Programme & Activities					
Other income - Cubs	115	104	123	-	-
Other income - Beavers	-	-	-	-	-
Other income - packs	374	290	604	452	313
Other income - activity day	-	929	-	-	-
Other income - Beavers nights away	-	-	-	-	160
Other income - camp	582	1,382	90	1,060	900
Sub total	1,072	2,799	817	1,512	1,373
Investment Income					
Bank interest	-	-	-	-	-
Property rent income	2,185	510	2,223	2,185	1,835
Sub total	2,185	510	2,223	2,185	1,835
TOTAL GROSS INCOME	17,397	6,150	6,912	5,008	3,144
PAYMENTS					
Charitable Payments					
Youth program and activities	-	2,282	-	765	-
Adult support and training	-	-	-	-	-
Rent	-	-	-	-	-
Water and sewage	-	1,283	114	78	89
Electricity and gas	-	765	740	572	623
Insurance	-	788	724	759	769
Council tax	-	195	313	337	96
Repairs and renewals	-	892	1,253	648	28
Materials and equipment	-	-	95	-	-
Printing and photocopying	-	-	-	-	28
Contribution to camp costs	-	-	-	874	726
Uniforms & Badges	-	312	40	173	136
ADM and trustee expenses	-	-	-	-	-
Other expenses	-	-	0	-	-
Sub total	-	5,806	4,868	4,205	3,336
Fundraising expenses					
BBQ costs	-	-	-	-	-
Bingo costs	-	-	-	-	-
Raffle costs	-	-	-	-	-
Programme & Activities					
Other costs - packs	-	478	714	497	434
Other costs - camp	-	-	-	-	-
Other costs	459	-	-	92	-
Sub total	459	478	714	519	434
TOTAL GROSS EXPENDITURE	459	6,284	5,582	4,724	3,770
Asset and investment purchases					
Asset and investment purchases	-	-	-	679	-
TOTAL PAYMENTS	459	6,284	5,582	5,403	3,770
NET OF RECEIPTS/(PAYMENTS)	5,704	133	519	396	626
Cash funds bcy year end	4,518	Funds for Year end based	4,451	Target Funds for Year end	4,451
Cash funds this year end	14,022	4,318	4,971	4,847	5,077
ACTUAL BALANCE AT BANK - 31 AUG			4,355	4,326	5,866
	14,022	4,318	196	394	1,638
	201920	201819	201718	201617	201516

13th Cambridge Scout Group Receipts and Payments Account

	£ At 31/8/2020	£ At 31/8/2019	£ At 31/8/2018	£ At 31/8/2017	£ At 31/8/2016
CASH FUNDS					
Bank current account	14,022.31	4,318.23	4,451.39	3,932.08	4,328.39
Building society account	189.88	189.88	189.88	189.88	189.88
Cash/cheques	-	-	-	-	-
Sub total	14,212.19	4,508.11	4,641.27	4,121.96	4,518.27
NON-MONETARY ASSETS FOR GIMMAGE'S COUNCIL USE					
79,435.85	79,435.85	79,435.85	79,435.85	79,435.85	79,435.85
Contents	11,405.00	11,405.00	11,405.00	11,405.00	11,405.00
Sub total	90,840.85	90,840.85	90,840.85	90,840.85	90,840.85
TOTAL ASSETS	105,053.04	95,348.96	95,482.12	94,962.81	95,359.12

Suggestion from Sarah (email 16Sep19) to the Scout leader

Program activities	(i.e things for the year)
Uniform/badges	
Camp	- please create a budget for this
Extra event	- if you have an idea
Materials/equipment	- items that are not in the budget

Old drop down

Membership Subscriptions
Less: Membership Subscriptions paid on
Donations
BBQ income
Lucky 13
Bingo income
Other income - panto
Other income - camp
Other income - Beavers nights away
Other income - activity day
Other income - Cubs
Bank Interest
Property Rent income
Youth program and activities
Adult support and training
Rent
Water and sewage
Electricity and gas
Insurance
Repairs and renewals
Materials and equipment
Printing and photocopying
Contribution to camp costs
Uniforms & Badges
AGM and trustee expenses
Other expenses
BBQ costs
Bingo costs
Raffle costs
Council Tax
Other costs - panto
Other costs - camp
Other costs
Asset and investment purchases
Other income - Cubs

Other income - Beavers

der

e weekly nights)

a new budget for each camp in the financial year
 off site event that requires extra payment
 invested in for longer term use

	New
Membership Subscriptions - Beaver	
Membership Subscriptions- Cub	
Membership Subscriptions- Scout	
Rent - TJ-Kids	
Rent - Brownies	
Rent - Explorer	
Rent - Guides	
Rent - Rainbow	
Income Beaver - activities	
Income Beaver - event	
Income Beaver - camp	
Income Cub - activities	
Income Cub - event	
Income Cub - camp	
Income Scout - activities	
Income Scout - event	
Income Scout - camp	
BBQ income	
Donation	

al year so summer camp if only one a year is fine
 :s from the members please also create that event for expens

drop Down
Scout annual fee
Cambridge City Council
Electricity and Gas
Water and Sewage
Unity Scout Insurance
Repair and renewal
Cleaning
Expense all group
Expense Beaver- equipment/maintenance
Expense Beaver- program activities
Expense Beaver - uniform and badges
Expense Beaver- Camp
Expense Beaver -Extra event
Expense Cub- equipment/maintenance
Expense Cub- program activities
Expense Cub - uniform and badges
Expense Cub- Camp
Expense Cub -Extra event
Expense Scout- equipment/maintenance
Expense Scout- program activities
Expense Scout - uniform and badges
Expense Scout- Camp
Expense Scout -Extra event
BBQ cost
Other cost

es

New drop Down	
Membership Subscriptions- Beaver	
Membership Subscriptions- Cub	
Membership Subscriptions- Scout	
Scout annual fee	
Rent - TJ-Kids	
Rent - Brownies	
Rent - Explorer	
Rent - Guides	
Rent - Rainbow	
Rent - Other	
Cambridge City Council	
Electricity and Gas	
Water and Sewage	
Unity Scout Insurance	
Repair and renewal	
Building project	
Cleaning	
Expense all group	
Income Beaver- activities	
Income Beaver- event	
Income Beaver- camp	
Expense Beaver- equipment/maintenance	(includes OSM subscription)
Expense Beaver- program activities	
Expense Beaver- uniform and badges	
Expense Beaver- Camp	
Expense Beaver- Extra event	
Income Cub- activities	
Income Cub- event	
Income Cub- camp	
Expense Cub- equipment/maintenance	(includes OSM subscription)
Expense Cub- program activities	
Expense Cub- uniform and badges	
Expense Cub- Camp	
Expense Cub- Extra event	
Income Scout- activities	

Income Scout- event	
Income Scout- camp	
Expense Scout- equipement/maintenance	(includes OSM subscription)
Expense Scout- program activities	
Expense Scout- uniform and badges	
Expense Scout- Camp	
Expense Scout- Extra event	
BBQ income	
BBQ cost	
Donation	
Other cost	



Independent examiner's report on the accounts

Section A	Independent Examiner's Report		
Report to the trustees	13th Cambridge Scout Group		
On accounts for the year ended	31 August 2022	Charity no (if any)	1190358
Set out on pages	n/a (remember to include the page numbers of additional sheets)		
Responsibilities and basis of report	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.</p> <p>As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.</p>		
Independent examiner's statement	<p>[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. <i>Delete [] if not applicable.</i></p> <p>I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:</p> <ul style="list-style-type: none">● the accounting records were not kept in accordance with section 130 of the Charities Act; or● the accounts did not accord with the accounting records; or● the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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. <p>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.</p> <p><i>* Please delete the words in the brackets if they do not apply.</i></p>		
Signed:			Date: <input type="text"/>

Name:

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

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

