



Trustees' Annual Report for the period

	Period start date			Period end date			
	7th	June	2024		31st	May	2025
From				To			

Section A Reference and administration details

Charity name

Swale Community Care Project

Other names charity is known by

N/A

Registered charity number (if any)

1203458

Charity's principal address

34 Lorimar Court

Sittingbourne

Kent

Postcode

ME10 5JD

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	Elaine Allen	Chairperson		
2	Trevor Thurlow			
3	Daniel Marsh	Treasurer		
4				
5				
6				
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11				
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13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Financial	ACE Finance Director	Lorimar Court, Sittingbourne, Kent, ME10 5JB

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Trustees

Additional governance issues (Optional information)

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Current Governance Policies include:

- Conflict of Interest Policy
- Financial Controls Policy
- GDPR Policy
- Social Media Policy
- Environmental Policy
- Complaints & Whistleblowing Policy
- Safeguarding Policy
- Trustee Code of Conduct
- Volunteer Code of Conduct

Affiliated with:

- Swale Voluntary Alliance (SVA)
- Swale Borough Council – Cost of Living Forum
- Sittingbourne & Sheppey Helping Ukraine

Registered with:

- Fundraising Regulator
- Information Commissioner's Office (ICO)
- Swale Voluntary Alliance (SVA)
- The Chatty Café Scheme

Summary of the objects of the charity set out in its governing document

(1) Relief of Poverty:

The relief of poverty or financial hardship in Swale by providing or assisting in the provision of welfare support, education, training, healthcare projects and all the necessary support designed to enable individuals to generate a sustainable income and be self-sufficient.

(2) Elderly People:

To relieve financial hardship, sickness and poor health amongst elderly people.

(3) Relief of Financial Hardship

The relief of financial hardship among people living or working in Swale by providing such persons with goods or services which they could not otherwise afford through lack of means.

Annual Objectives:

- Continue emergency foodbank to support those unable to access existing local services. Aligning assessment and monitoring to enable local collaboration with similar organisations.
- Setup Sittingbourne Community Café to support families and low income households with low cost food, warm space, community fridge, signposting to other local services.
- Provide support and opportunity to those facing loneliness, isolation and anxiety within the community
- Develop volunteer support to strengthen resilience and maximise beneficiary engagement.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Swale Community Care Project has developed in its second year in supporting the Relief of Poverty and Financial Hardship through the continued provision of emergency food parcels, hygiene packs and living utensils to those assessed or referred as being most in need within the community.

Our delivery service has ensured that those unable to access local food banks whether it be through illness (mental or physical), disability, process constraints, transportation or work limitation, have been supported. This has been enhanced by our walk in service based from our Community Café Project venue.

With 51% of our services delivered to those areas in Swale most in need (areas which have been in the county and national top 10% of areas designated as being in poverty). 2% of our beneficiaries are classified as Elderly and 41% of our beneficiaries were under the age of 18 years.

As this year has progressed, we have increased our signposting and collaborative working within the community to other local organisations that can provide additional support and guidance to enable sustainable development of people's circumstances. This has included easier access through our website and enhanced collaboration with local organisations and groups. As we learn what support is available in the community the more effective we can be ourselves. In our second year our beneficiary dependency rate as 17%. Whilst this is an increase from our first year it does reflect the increase in overall demand for our services. Something we aim to continue to focus and increase signposting support moving forward.

In October 2024 we opened "Heather House Community Café", our joint community project with Sittingbourne & Sheppey Helping Ukraine. This project forms part of a wider combined Heather House Community Hub in conjunction with Age UK Kent Rivers & Sateda.

All Trustees have reviewed and refreshed their understanding of the Charity Commission Guidance on Public benefit. This forms the basis of our project planning and funding applications / expenditure. This has been reinforced over the year with engagement with local subject matter experts such as the local authority, community wardens, police, charities and voluntary sector forums.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The growing group of volunteers have been the foundation to the years delivery and achievements with the following key inputs:

- Collection and distribution of food donations
- Setup and running of fundraising events
- Supporting Swale Borough Councils Annual Rough Sleeper Count
- Development of Volunteer skills and confidence through experience, mentoring and training
- Supported young people into work
- Celebrated volunteer achievement through monthly awards
- Contributed 4,373hrs to the community
- Combat loneliness, anxiety, isolation and broader mental health needs within the community through interaction and group support. (incl. the needs of our volunteers)

Summary of the main achievements of the charity during the year

Emergency Foodbank.

In our second 12 months over 357 households helped, over 432 food parcels delivered (+23%) feeding over 1,086 people (+21%). Helping people across 20 of the Boroughs 24 districts. Distributing 11.3 tonnes of food (+135%), avoiding 7.3 tonnes of food waste.

We successfully maintained our Swale Environmental Health Inspection of our Foodbank and Community Cafe, achieving 5* rating this year.

Continued our strong working relationship with Swale Borough Councils Housing and Rough Sleeper Team resulting in a referral arrangement to support the most in need of food parcel, hygiene and living utensils. This has included, the homeless, those in temporary accommodation and those fleeing domestic abuse. Referrals have grown from other local support subscribers such as NHW, Council & other local organisations.

Expanded the supply of food and hygiene supplies through registration with Fareshare and developed closer working relationships with other local food banks and Community Champions from ASDA, Morrisons, Aldi, M&S & Nisa.

Fundraising & sustainability

Raised £47k in grants, donations & community café donations to give back to those in need within the community. Of which 37% was restricted funding and 63% unrestricted funding. £30k has already been used to support those in need as stated in section C.

Through fundraising we have been able to generate £6k of Reserves which is sufficient to maintain services for 4 months in the event of income failure or reduction.

Swale Community Care Project has continued to build on our network of local collection points for donations, along with utilising crowd funding and website access. Key local fundraising community events have been utilised for fundraising, community engagement and networking.

Publicity is through our website, social media accounts and local media.

Community Café

In October 2024 we opened "Heather House Community Café", our joint community project with Sittingbourne & Sheppey Helping Ukraine. This project forms part of a wider combined Heather House Community Hub in conjunction with Age UK Kent Rivers & Sateda.

Partnering with other local organisations to bring a range of services together under one roof for the benefit of those in need is showing a big potential for overlapping benefits and maximising beneficiary enhancement. The sharing of overheads and setup costs has delivered additional efficiency and expedited mobilisation in delivering the project.

In the Period covered by this report a short summary of community impact:

- 1,493 low cost warm meals served
- 2,481 low cost warm drinks served

- £856 pay it forward scheme raised, £717 paid back to the community
- 226 Community freezer discounted sales
- Free Community Fridge
- Over 100 group sessions run by local charities, CIC's and groups
- School and college works experience placements supported
- Duke of Edinburgh Award placements supported
- Winter Warm space
- Combat loneliness, anxiety, isolation and broader mental health needs within the community through interaction and group support.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charities policy on reserves has secured 4 months operating costs (£6k) as a reserve in order to enable flexibility and security in the event of a significant reduction in income; increase in operating costs, breakdown of affiliations or competitive grant funding timeframes.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

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

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Funding Sources for the year

- 37% Grants
- 63% Fundraising & Donations

Section F

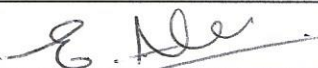
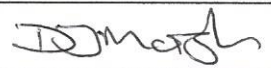
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Elaine Allen	Daniel Marsh
Position (eg Secretary, Chair, etc)	Chairperson	Treasurer
Date	12/01/26	



Receipts and payments accounts

CC16a

For the period
from

Period start date
07/06/2024

To

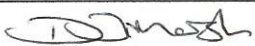

Period end date
31/05/2025

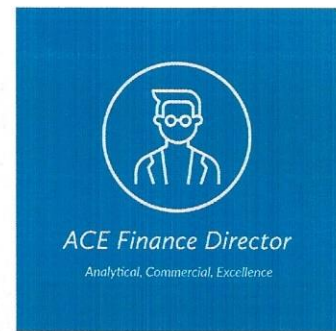
Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	2,573	7,904	-	10,477	3,858
Grants	4,865	12,547	-	17,412	18,466
Fundraising Events	18,641	-	-	18,641	1,647
Refunds	133	-	-	133	32
Giftaid	681	-	-	681	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	26,893	20,451	-	47,344	24,003
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	26,893	20,451	-	47,344	24,003
A3 Payments					
Insurance	-	644	-	644	260
Project Costs	-	1,751	-	1,751	315
Printing & Supplies	-	-	-	-	46
Advertising	-	2,600	-	2,600	443
Vehicle Fuel	-	480	-	480	396
Foodbank Stock	318	-	-	318	562
Registration Fees	-	95	-	95	85
Training	17	-	-	17	141
PPE / Uniform	-	335	-	335	297
Sundry Expenses	646	-	-	646	72
Cafe Rent	1,500	3,500	-	5,000	-
Café Licences & Certificates	-	667	-	667	-
Café Food Stock	1,674	-	-	1,674	-
Building upkeep	283	-	-	283	-
Internet / mobile tariffs	10	459	-	469	-
	-	-	-	-	-
Sub total	4,448	10,531	-	14,979	2,617
A4 Asset and investment purchases, (see table)					
Purchase of Kitchen Equipment	-	3,747	-	3,747	559
Purchase of Café Equipment	-	9,533	-	9,533	155
Purchase of Foodbank Equipment	-	315	-	315	275
Purchase of Electrical Equipment	50	1,500	-	1,550	-
Fundraising Equipment	-	-	-	-	724
	-	-	-	-	-
Sub total	50	15,095	-	15,145	1,713
Total payments	4,498	25,626	-	30,124	4,330
Net of receipts/(payments)	22,395	- 5,175	-	17,220	19,673
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	22,395	- 5,175	-	17,220	19,673

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Bank Account	16,223	8,093	-
	Cash in Hand	381	-	-
	Lloyds Savings Account (Reserves)	6,005	-	-
	Total cash funds	22,609	8,093	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
B2 Other monetary assets	Food Bank Stock	900	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	N/A			
B4 Assets retained for the charity's own use	Electrical Equipment	Unrestricted	1,820	1,970
	Kitchen Equipment	Restricted	4,636	4,636
	Café Equipment	Unrestricted	9,743	9,743
	Fundraising Equipment	Restricted	724	724
	Foodbank Equipment	Restricted	661	661
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	N/A			

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Daniel Marsh	12/01/26
		Elaine Allen	20/03/26



Independent examiner's report to the trustees of Swale Community Care Project, registered charity number 1203458

I report to the trustees on my examination of the accounts of the Swale Community Care Project for the year ended 31st May 2025.

Responsibilities and basis of report

As the charity trustees of Swale Community Care Project 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 all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

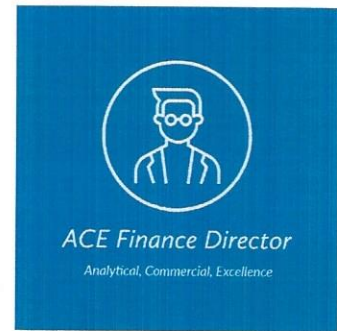
Signed:

Name: Daryl Gilley

Relevant professional qualification or membership of professional bodies (if any): Chartered Institute of Management Accountants – Member In Practice

Address: Daryl Gilley Limited trading as ACE Finance Director, 13 Lorimar Court, Sittingbourne, Kent, ME10 5JB

Date: 30th March 2026



Analytical review of Swale Community Care Project

Completed by Daryl Gilley, 30.03.2026

- The charity is not a limited company and is run by a board of trustees
- Daniel Marsh who is the charity treasurer has good financial controls in place with all cash receipts and expenditure being tracked.
- The CC16a form has been completed in accordance with the financial statements provided
- The charity is considered to be a going concern and has remained trading to date; this is further supported by the reserve of £6,005.41 which would cover 4 months operating costs.
- Policies and procedures were discussed with the treasurer in regards to the following:
 - Regular trustee meetings are held and documented
 - No fraud has been identified in the period
 - Cash in hand policies are in place
 - Delegated authority levels are in place for expenditure
 - Where possible duties are segregated to ensure cash controls are in place
 - Dual signatories are required with the bank
 - All trustees have reviewed & confirmed policies in place with regular ongoing reviews

Receipts review

- Income in the year totalled £47,344.70, in the year ending 31st May 2025
- Income is below £250,000 threshold
- There are a couple of sources of income for the charity, including Donations, grants -37% and receipts from the community café
- Evidence has been provided that Grants are being tracked ensuring that expenditure aligns with the intention of the grant receipt
- Café income has increased following the opening in October 2024, as the charity has become more established in supporting the community

Outgoings review

- Outgoings have amounted to £36,127.39, in the year ending 31st May 2025
- Receipts are available supporting expenditure
- Bank statements have been provided supporting the closing balances of the charity in particular the reserves which have been increased to £6,005.41
- Largest project spend in the year relates to the café equipment required to set up and open the cafe
- The report includes an estimate for the value of foodbank stock; this is reasonable based on the current value but if the value were to increase then a stock tracking system / process would be required.
- The rent for the café is on a rolling basis and therefore no material liability is in place



ACE Finance Director

Analytical, Commercial, Excellence

I am aware that some of the current controls & reporting processes at the café have become strained in this current financial year due to the cafes partner charity Sittingbourne & Sheppey Helping Ukraine.

On reflection I have decided to exclude this concern from the report as the financials for the year ending 31st May 2025 provided are in very good condition and the trustees appear to be trying to work with the partner.

However, I would like to remind the trustees that as the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

As such these concerns will require resolution and full investigation in advance of next year's examination. This could result in the concerns being raised in the independent examiners report or independent examiners report not being provided by myself.



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	Y	
Checked an audit is not required for any other reason	Y	
Confirmed the charity is eligible for independent examination	Y	
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	Y.	£47,344.70.
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	Y.	
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	Y.	below Threshold.
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	Y.	
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	Y.	
Confirmed as having no the day to day involvement in the administration of the charity	Y.	
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	Y.	

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	Y	CIMA Qualified Over 15 years.
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)	Y.	
Evidence of appointment on file	Y.	
If issued, letter of engagement signed by the trustees on file	n/a.	
Documentation of steps required by Direction 1 are all done	Y	
Documentation that steps required by Direction 2 are all done	Y.	
Analytical review documented	Y.	
Areas of concern identified and noted whether these were resolved or if unresolved and significant have included them in the examiner's report	Y.	
Verification and vouching procedures undertaken and any checks made are on file	Y.	
Copy of approved accounts on file	Y.	
Copy of trustees' annual report on file	Y.	
Copies of information relied upon as part of the examination are on file	Y.	
If applicable, copies of written assurances given		
Recorded the conclusions drawn as an outcome of the independent examination that support the examiner's report are on file	Y.	
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	Y.	
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	Y.	
Planned specific examination procedures appropriate to the circumstances of the charity	Y.	
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	Y.	
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	Y.	
Noted any implications for the examiner's report and for separate reporting to the Commission	Y.	

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	y.	
Asked the trustees about how they ensure the accounting records are complete	y.	
If corrections made or records created during the examination, the trustee approval for these has been sought and obtained	y	
Asked the trustees if they carried out a review of the charity's internal financial controls in the year reported	y	
Noted any implications for the examiner's report and for separate reporting to the Commission	y.	
Direction 6: Check that the accounts are consistent with the accounting records		
Compared the accounts with the underlying accounting records	y	
Checked some entries from the listing of transactions of income and expenditure to vouchers such as invoices, bank statements, and receipts.	y.	
If applicable, confirmed that the trustees have taken the necessary steps to ensure that restricted or endowed funds are correctly reported in the accounts	y.	
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	y.	
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	y	
Considered whether there are any implications for the examiner's report and reporting to the Commission	y	
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	y.	
Checked the reasonableness of any significant estimates or judgments that have been made in preparing the accounts	y.	

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	n/a.	
Where accruals accounts are prepared, checked that the accounts were prepared on a going concern basis	n/a.	
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	y.	
Asked the trustees about the reserves policy and the adequacy of the level of reserves held	y.	
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	n/a.	
Where accruals accounts are prepared, checked that the SORP's disclosures about going concern have been made	n/a.	
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	y	
Where accruals accounts are prepared, checked that they comply with the SORP and applicable accounting standard	y	
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	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	y	

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	Y	
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	Y.	
Compared the trustees' annual report with the accounts for any material inconsistency	Y.	
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	Y	
Considered whether the examination has identified a matter of concern that should be reported in the examiner's report	Y	
Checked that the examiner's report covers all of the matters required	Y	
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	Y	
Signed and dated the examiner's report	Y	
Reported matters of material significance direct to the Commission	n/a.	
Exercised discretion and reported relevant matters direct to the Commission	Y	