

## **Beckenham Theatre Trust**

### **Trustees' Annual Report for the year ended 30 April 2025**

Trustees' meetings continue to be held remotely by Zoom. A new website has been designed and installed to enable the work of the Trust to be carried out in giving grants to aid and promote the Arts and Theatre in South East London and Kent. W H Ireland has kept us updated with regard to the interest accrued in our investment portfolio and it was agreed that we would download funding as required for awarding grants.

To ensure we are compliant with the requirements of Companies House we reviewed, updated or re-wrote our current Policies which were presented at meetings and agreed upon. We also agreed that groups which involve working with children or vulnerable adults should upload their Safeguarding Policy with their application.

We were pleased to receive 49 applications for grants covering a wide spectrum of the Arts and Theatre. Fiona Vail was instrumental in collating all the information and forwarding it to Trustees for discussion and approval. Some applications were immediately discounted because they did not meet our criteria in respect of submitting budgets and supporting documentation, location of project, charitable status and banking facility. Each Trustee then chose their 'top ten projects' and those with the most votes were awarded full funding as per their request. After further discussion other groups were awarded a proportion of their requested funding. Grants totalling £36,7000 were awarded to Charing Arts (£2,360); Croydon Health (£2,950); Green Candle Dance Company (£4,000); L'Arche (£4,000); Lewisham Churches (£4,440); Moving Memory Dance Company (£4,000); Primary Shakespeare Company (£2,000); Sardines Dance (£4,950); Sydenham Gardens (£4,000) and Teatro Vivo (£4,000).

We have received some very positive feedback about the accessibility of the application form being straight forward, clear and concise and our user-friendly website setting out the criteria for grant application. Groups have displayed the Trust Logo on their websites showing us as sponsors and we have received invitations to view the projects when they come on-stream.

The Trustees have been delighted with the achievements of the first active year of the Trust and to see the original ambitions for the Trust realised. The feedback from the award recipients confirmed that Trust funding has made a real difference to their ability to deliver important community projects.

**REGISTERED COMPANY NUMBER: 00635539 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 236434**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 APRIL 2025  
FOR  
BECKENHAM THEATRE TRUST**

Spurling Cannon  
King Arthur's Court  
Maidstone Road  
Charing  
Kent  
TN27 0JS

**BECKENHAM THEATRE TRUST**

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FOR THE YEAR ENDED 30 APRIL 2025**

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**BECKENHAM THEATRE TRUST**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 30 APRIL 2025**

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 30 April 2025. 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**

The principal object of the company is to advance the theatrical arts, and advance education in the theatrical arts, by the awarding of grants to charities or other community groups, projects and organisations, working to further such purposes for the public benefit.

**Significant activities**

The trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity.

**ACHIEVEMENTS AND PERFORMANCE**

**Investment performance**

Beckenham Theatre Trust's investment grew during the year by 1.28% to a closing market value as at 30 April 2025 of £1,303,759.37.

Equity markets posted solid gains for the quarter buoyed by the first interest rate cuts since the pandemic in the US and UK and then later in September the Peoples Bank of China unleashed a raft of stimulus to help address their faltering economy. Earnings growth has remained solid with 79% of S&P 500 companies reporting positive earnings per share surprises

**FINANCIAL REVIEW**

**Financial review of the position at the reporting date, 30 April 2025**

The trustees consider the financial performance by the charity during the year to have been satisfactory.

**Reserves policy**

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the advent of adverse conditions. The committee have also examined other operational and business risks faced by the Charity and confirmed that they have systems in place to mitigate any significant risks.

**Availability and adequacy of assets of each of the funds**

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

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

**BECKENHAM THEATRE TRUST**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 30 APRIL 2025**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Recruitment and appointment of new trustees**

The management of the charity is the responsibility of the Trustee Board, who are elected under the terms of the constitution. Trustees are recruited through a formal application process and judged against the skills required for the Board to execute properly its obligations and responsibilities.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

00635539 (England and Wales)

**Registered Charity number**

236434

**Registered office**

Pond House  
Egerton Road  
Charing Heath  
Ashford  
Kent  
TN27 0AX

**BECKENHAM THEATRE TRUST**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 30 APRIL 2025**

**Trustees**

M Darbon Retired  
Ms L Garraway Teacher Training  
Ms H J Z Gilmour Freelance Arts Practitioner & Trainer  
Miss A Hilne Participatory Performance Practitioner (resigned 29/8/2024)  
M J Jones Freelance Lecturer  
D J Savill Artistic Director (Age Exchange)  
Mrs F Vail Marketing Manager  
Mrs M Glenn (appointed 29/8/2024)

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To ensure we are compliant with the requirements of Companies House we reviewed, updated or re-wrote our current Policies which were presented at meetings and agreed upon. We also agreed that groups which involve working with children or vulnerable adults should upload their Safeguarding Policy with their application.

We were pleased to receive 49 applications for grants covering a wide spectrum of the Arts and Theatre. Fiona Vail was instrumental in collating all the information and forwarding it to Trustees for discussion and approval. Some applications were immediately discounted because they did not meet our criteria in respect of submitting budgets and supporting documentation, location of project, charitable status and banking facility. Each Trustee then chose their 'top ten' projects and those with the most votes were awarded full funding as per their request. After further discussion other groups were awarded a proportion of their requested funding. Grants totalling £36,7000 were awarded to Charing Arts (£2,360); Croydon Health (£2,950); Green Candle Dance Company (£4,000); L'Arche (£4,000); Lewisham Churches (£4,440); Moving Memory Dance Company (£4,000); Primary Shakespeare Company (£2,000); Sardines Dance (£4,950); Sydenham Gardens (£4,000) and Teatro Vivo (£4,000).

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The Trustees have been delighted with the achievements of the first active year of the Trust and to see the original ambitions for the Trust realised. The feedback from the award recipients confirmed that Trust funding has made a real difference to their ability to deliver important community projects.

**Company Secretary**

M Darbon

**Independent Examiner**

Spurling Cannon  
King Arthur's Court  
Maidstone Road  
Charing  
Kent  
TN27 0JS

**BECKENHAM THEATRE TRUST**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 30 APRIL 2025**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 20 October 2025 and signed on its behalf by:

M J Jones - Trustee

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BECKENHAM THEATRE TRUST**

### **Independent examiner's report to the trustees of Beckenham Theatre Trust ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2025.

### **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.

James Pritchard FCCA

Spurling Cannon  
King Arthur's Court  
Maidstone Road  
Charing  
Kent  
TN27 0JS

20 October 2025



**BECKENHAM THEATRE TRUST**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 30 APRIL 2025**

	Notes	<b>2025 Unrestricted fund £</b>	<b>2024 Total funds £</b>
<b>INCOME AND ENDOWMENTS FROM</b>			
Investment income	2	<u><b>496</b></u>	<u>10,869</u>
<b>EXPENDITURE ON</b>			
Raising funds	3	<b>8,866</b>	4,168
<b>Charitable activities</b>	4		
Adult and Children Theatre Groups		<u><b>36,700</b></u>	<u>-</u>
<b>Total</b>		<u><b>45,566</b></u>	<u>4,168</u>
Net gains on investments		<u><b>66,471</b></u>	<u>27,288</u>
<b>NET INCOME</b>		<b>21,401</b>	33,989
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		<u><b>1,350,107</b></u>	<u>1,316,118</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><b>1,371,508</b></u>	<u>1,350,107</u>

The notes form part of these financial statements

# BECKENHAM THEATRE TRUST

## BALANCE SHEET

30 APRIL 2025

	Notes	2025 Unrestricted fund £	2024 Total funds £
<b>FIXED ASSETS</b>			
Investments	9	1,303,759	1,287,288
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		70,149	64,819
<b>CREDITORS</b>			
Amounts falling due within one year	10	(2,400)	(2,000)
<b>NET CURRENT ASSETS</b>		<u>67,749</u>	<u>62,819</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>1,371,508</u>	<u>1,350,107</u>
<b>NET ASSETS</b>		<u>1,371,508</u>	<u>1,350,107</u>
<b>FUNDS</b>	11		
Unrestricted funds		<u>1,371,508</u>	<u>1,350,107</u>
<b>TOTAL FUNDS</b>		<u>1,371,508</u>	<u>1,350,107</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- 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.

The notes form part of these financial statements

**BECKENHAM THEATRE TRUST**

**BALANCE SHEET - continued**  
**30 APRIL 2025**

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 20 October 2025 and were signed on its behalf by:

M J Jones - Trustee

The notes form part of these financial statements

## BECKENHAM THEATRE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2025

#### 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, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

##### **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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

##### **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.

**BECKENHAM THEATRE TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 30 APRIL 2025**

<b>2. INVESTMENT INCOME</b>			
		<b>2025</b>	<b>2024</b>
		<b>£</b>	<b>£</b>
Deposit account interest		<b>496</b>	10,869
		<u><u></u></u>	<u><u></u></u>
<b>3. RAISING FUNDS</b>			
<b>Raising donations and legacies</b>		<b>2025</b>	<b>2024</b>
		<b>£</b>	<b>£</b>
Support costs		<b>8,866</b>	4,168
		<u><u></u></u>	<u><u></u></u>
<b>4. CHARITABLE ACTIVITIES COSTS</b>			
			Grant funding of activities (see note 5) £
Adult and Children Theatre Groups			<b>36,700</b>
			<u><u></u></u>
<b>5. GRANTS PAYABLE</b>			
		<b>2025</b>	<b>2024</b>
		<b>£</b>	<b>£</b>
Adult and Children Theatre Groups		<b>36,700</b>	-
		<u><u></u></u>	<u><u></u></u>
<b>6. SUPPORT COSTS</b>			
	Management	Governance	Totals
	£	costs £	£
Raising donations and legacies	<b>6,066</b>	<b>2,800</b>	<b>8,866</b>
	<u><u></u></u>	<u><u></u></u>	<u><u></u></u>

**BECKENHAM THEATRE TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 30 APRIL 2025**

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 30 April 2025 nor for the year ended 30 April 2024.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 30 April 2025 nor for the year ended 30 April 2024.

**8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Investment income	10,869
	<hr/>
<b>EXPENDITURE ON</b>	
Raising funds	4,168
	<hr/>
Net gains on investments	27,288
	<hr/>
<b>NET INCOME</b>	33,989
<b>RECONCILIATION OF FUNDS</b>	
Total funds brought forward	1,316,118
	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>	1,350,107
	<hr/> <hr/>

# BECKENHAM THEATRE TRUST

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 APRIL 2025

### 9. FIXED ASSET INVESTMENTS

	Unlisted investments £
<b>MARKET VALUE</b>	
At 1 May 2024	<b>1,287,288</b>
Disposals	<b>(50,000)</b>
Revaluations	<b>66,471</b>
	<hr/>
At 30 April 2025	<b>1,303,759</b>
	<hr/>
<b>NET BOOK VALUE</b>	
At 30 April 2025	<b>1,303,759</b>
	<hr/>
At 30 April 2024	<b>1,287,288</b>
	<hr/>

There were no investment assets outside the UK.

Cost or valuation at 30 April 2025 is represented by:

	Unlisted investments £
Valuation in 2024	<b>1,287,288</b>
Valuation in 2025	<b>16,471</b>
	<hr/>
	<b>1,303,759</b>
	<hr/>

Investments made in the year are managed by WH Ireland, a Wealth Management and Corporate Broking company.

The investment is made up of Gilts and Bonds, mainly from the United Kingdom.

During the year the investment grew by 1.28%.

**BECKENHAM THEATRE TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 30 APRIL 2025**

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2025</b>	2024
	<b>£</b>	£
Accrued expenses	<b><u>2,400</u></b>	<u>2,000</u>

**11. MOVEMENT IN FUNDS**

	At 1/5/24 £	Net movement in funds £	At 30/4/25 £
<b>Unrestricted funds</b>			
General fund	<b>1,350,107</b>	<b>21,401</b>	<b>1,371,508</b>
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<b><u>1,350,107</u></b>	<b><u>21,401</u></b>	<b><u>1,371,508</u></b>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	<b>496</b>	<b>(45,566)</b>	<b>66,471</b>	<b>21,401</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<b><u>496</u></b>	<b><u>(45,566)</u></b>	<b><u>66,471</u></b>	<b><u>21,401</u></b>

**Comparatives for movement in funds**

	At 1/5/23 £	Net movement in funds £	At 30/4/24 £
<b>Unrestricted funds</b>			
General fund	1,316,118	33,989	1,350,107
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<b><u>1,316,118</u></b>	<b><u>33,989</u></b>	<b><u>1,350,107</u></b>



# BECKENHAM THEATRE TRUST

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 APRIL 2025

### 11. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	10,869	(4,168)	27,288	33,989
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>10,869</u>	<u>(4,168)</u>	<u>27,288</u>	<u>33,989</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/5/23 £	Net movement in funds £	At 30/4/25 £
<b>Unrestricted funds</b>			
General fund	1,316,118	55,390	1,371,508
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>1,316,118</u>	<u>55,390</u>	<u>1,371,508</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	11,365	(49,734)	93,759	55,390
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>11,365</u>	<u>(49,734)</u>	<u>93,759</u>	<u>55,390</u>

**BECKENHAM THEATRE TRUST**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 30 APRIL 2025**

**12. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 30 April 2025.

**BECKENHAM THEATRE TRUST**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 30 APRIL 2025**

	2025 £	2024 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Investment income</b>		
Deposit account interest	<u>496</u>	<u>10,869</u>
<b>Total incoming resources</b>	<b>496</b>	<b>10,869</b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Grants to institutions	<b>36,700</b>	-
<b>Support costs</b>		
<b>Management</b>		
Postage and stationery	-	7
Advertising	<b>5,636</b>	-
Professional Fees	<b>34</b>	1,549
Subscriptions	<b>396</b>	252
	<u><b>6,066</b></u>	<u>1,808</u>
<b>Finance</b>		
Bank charges	-	30
<b>Governance costs</b>		
Accountancy and legal fees	<u><b>2,800</b></u>	<u>2,330</u>
Total resources expended	<u><b>45,566</b></u>	<u>4,168</u>
<b>Net (expenditure)/income before gains and losses</b>	<b>(45,070)</b>	<b>6,701</b>
<b>Realised recognised gains and losses</b>		
Realised gains/losses listed investments	<u><b>66,471</b></u>	<u>27,288</u>
<b>Net income</b>	<u><b>21,401</b></u>	<u><b>33,989</b></u>

This page does not form part of the statutory financial statements

## Examiner Review and Conclusion

A21(IE)

☐ Prepared By ☐ Updated By ☐ First Review ☐ Second Review ☐ Completed (0 of 11)

*Lily Aston*

## Examiner Review and Conclusion

#	Procedure	Completed	Reference	Comments
1	I have reviewed in detail the financial statements / account and statement and the supporting lead schedules on file.	<input checked="" type="checkbox"/>		FS have been reviewed
2	I have completed the overall review as scheduled at A31.	<input checked="" type="checkbox"/>	A31	
3	I have documented my decisions regarding the points brought to my attention (insert reference).	<input checked="" type="checkbox"/>		
4	I am satisfied that the plans detailed at section B were appropriate for this assignment.	<input checked="" type="checkbox"/>		
5	I have confirmed that all my and the manager's review points have been satisfactorily resolved (insert reference)	<input checked="" type="checkbox"/>		
6	I confirm that where relevant appropriate safeguards have been implemented to address any 'independence' issues identified on B11 or throughout the examination.	<input checked="" type="checkbox"/>	B11(IE)	
7	I have discussed the review and the accounts with senior staff of the charity, and members of the trustees, as documented (insert reference)	<input checked="" type="checkbox"/>		
8	Written representations have been received from management as appropriate (A51).	<input checked="" type="checkbox"/>	A51	
9	I am satisfied that adequate work has been performed and recorded with regard to going concern. Given the level of concern, I concur that appropriate disclosure, if any, has been made in the financial statements and if relevant the examination report.	<input checked="" type="checkbox"/>		

## Assignment Summary Memorandum

A25(IE)

☐ Prepared By      ☐ Updated By      ☐ First Review      ☐ Second Review      ☐ Completed

Lily Aston

### **Guidance**

Use this memorandum to record the key issues arising from the assignment and to assist the partner in their review. The form of this document is not prescriptive and extra pages should be added as required.

### **Matters**

#### **IMPORTANT**

The following headings are likely to be useful in meeting the above objective:

- (a) key points in assignment;
- (b) key points from final analytical review;
- (c) matters requiring partner decision;
- (d) matters requiring partner confirmation;
- (e) outstanding matters;
- (f) reconciliation of budgeted costs to actual fees;
- (g) further client service opportunities identified.

#	Comments	Clearance
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1

## Completion Checklist

A31(IE)

☒ Prepared By ☐ Updated By ☐ First Review ☐ Second Review ☐ Completed (0 of 37)

*Kily Aston*

### OBJECTIVE

To ensure the independent examination has been properly carried out in accordance with the Directions and Guidance Issued by the Regulator and that there is a reasonable basis on which to form our conclusions.

### OVERALL REVIEW OF THE FINANCIAL STATEMENTS

#	Procedure	Completed	Reference	Comments
1	Consider whether the financial statements / account and statement adequately reflect the information and explanations previously obtained and conclusions reached during the course of the examination.	<input checked="" type="checkbox"/>		FS adequately reflect info and explanations.
2	Consider whether any new factors have been revealed which may affect the presentation of, or disclosure in, the financial statements.	<input checked="" type="checkbox"/>		Grants made to institutions.
3	Consider whether the results of analytical procedures applied (Section C) show that the financial statements are consistent with our knowledge of the charity's affairs.	<input checked="" type="checkbox"/>		FS are consistent with our knowledge of charity's affairs.
4	Consider whether the presentation adopted in the financial statements may have been unduly influenced by the trustees' desire to present matters in a favourable or unfavourable light.	<input checked="" type="checkbox"/>		considered, but FS have not been influenced
5	Consider the potential impact on the financial statements / account and statement of the aggregate of uncorrected misstatements (including those arising from bias in making accounting estimates identified) during the course of the examination and the preceding period's examination if any.	<input checked="" type="checkbox"/>		considered
6	If corrections to be made to the accounting records, has trustee approval been sought and obtained? Ensure that income / asset levels for audit have not be breached.	<input checked="" type="checkbox"/>		no corrections

- 15 Also review:
- valuation of gifts in kind;
  - valuation of fixed asset investments where no market prices exist;
  - estimates resulting from transactions not being fully recorded in the accounting records; and
  - where applicable, the allocation of costs between various expenditure categories of the SOFA.

mv of investments

- 16 Are any departures from applicable accounting standards other than those expressly permitted by the SORP, necessary for the financial statements to give a true and fair view?

no departures

- 17 Do the financial statements reflect the substance of the underlying transactions and not merely their form?

FS reflect

- 18 Read all other information in the financial statements and annual report, including the reserves policy and level of reserves. Consider whether there are any apparent misstatements or material inconsistencies with the financial statements.

no material inconsistencies

## PLANNING REVIEW

#	Procedure	Completed	Reference	Comments
1	Did we review and revise our plans as additional information became available?	<input checked="" type="checkbox"/>		no revision needed
2	Was the examination conducted in accordance with the plans and were all points noted at the planning stage properly considered in the examination?	<input checked="" type="checkbox"/>		conducted in accordance

## EVIDENCE

#	Procedure	Completed	Reference	Comments
1	Have all important matters been documented in the working papers, particularly the nature and extent of procedures, reasoning on matters of judgement and conclusions?	<input checked="" type="checkbox"/>		Documents received and included in working papers

## ADMINISTRATION

#	Procedure	Completed	Reference	Comments
1	Has a points forward schedule been drafted?	<input checked="" type="checkbox"/>		
2	Has next years staffing requirement been considered and recorded?	<input type="checkbox"/>		
3	Has the permanent file been updated for information acquired during the work?	<input checked="" type="checkbox"/>		

## TRUSTEES' ANNUAL REPORT

All accounts in Scotland and Northern Ireland and accruals accounts only in England and Wales

#	Procedure	Completed	Reference	Comments
1	Consider whether the trustees' report is consistent with the financial information in the financial statements, in particular consider the reserves policy and that any figures for reserves quoted is not materially inconsistent with the accounts.	<input checked="" type="checkbox"/>		considered consistent
2	Where inconsistencies are identified which may have a significant effect on a proper understanding of the accounts, such matters should be brought to the attention of the trustees.	<input checked="" type="checkbox"/>		none identified

If no appropriate amendment is made to the annual report then details of the matter should be provided in the examiners report.



## Whistleblowing - Reporting to the Regulator Checklist

A43(IE)

☐ Prepared By ☐ Updated By ☐ First Review ☐ Second Review ☐ Completed (0 of 26)

Lily Aston

### OBJECTIVE

The duty to report arises where the examiner, in the course of his / her work identify a matter, which relates to the activities or affairs of the charity or of any connected institution or body, and which the examiner has reasonable cause to believe is likely to be of material significance for the purposes of the exercise by the regulator of its functions.

**NB.** The regulator for charities registered in England and Wales is the Charity Commission, in Scotland it is the Office of the Scottish Charity Regulator and in Northern Ireland, it is the Charity Commission for Northern Ireland. For Cross Border Charities, reports should be made to all regulators as no regulator is deemed to be the lead regulator in relation to whistleblowing. For further details on the duties and rights to report to the regulator, see the guidance notes in Section A of this manual.

The following are indicators of matters that may need to be reported to the regulator. Where the answer is "yes" further details should be given.

To consider whether any significant matters should be reported to the regulator.

### Matter 1 - Dishonesty & Fraud involving a significant loss of, or of material risk to, charitable funds or assets

	Reference	Response	Comments
1	Evidence suggesting false accounting.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
2	Evidence suggesting misuse of the property of the charity.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
3	Knowledge or suspicion of theft or misappropriation.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
4	Evidence giving rise to doubts as to the honesty or integrity of any charity trustee. For example: <ul style="list-style-type: none"> <li>• The person is disqualified from acting as a trustee.</li> <li>• The examiner has been obstructed by any action or inaction of the person from obtaining all necessary information and explanations.</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	

- |   |  |  |
|---|--|--|
| 1 | Knowledge or suspicion that the charity's funds, in particular their bank accounts, could have been used for money laundering purposes, for example, an attempt to evade any direct or indirect tax properly payable.                        | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No<br><input type="checkbox"/> N/A |
| 2 | The sources of some funds are unclear and management is unwilling to provide further details, or the refusal of trustees to explain an unusual transaction, leading to the suspicion that such funds could be the proceeds of serious crime. | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No<br><input type="checkbox"/> N/A |

#### Matter 4 - Support of Terrorism

(NB. A qualifying offence as defined by Section 3(7) of the Northern Ireland (Sentences) Act 1998 are excepted.)

#	Procedure	Reference	Response	Comments
1	Knowledge or suspicion that the charity, its trustees, employees or assets, have been involved in or been used to support terrorism either within the UK or worldwide.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
2	Funds have been transferred to proscribed terrorist organisations as listed by the Home Office on <a href="https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2">https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2</a> .		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	

#### Matter 5 - Risk to charity's beneficiaries

#	Procedure	Reference	Response	Comments
1	Evidence that the way the charity carries out its work relating to the care and welfare of beneficiaries has put them at significant risk of abuse or mistreatment. For example: <ul style="list-style-type: none"> <li>• Though working with young/vulnerable people, the charity does not have a safeguarding policy or it not applying it.</li> <li>• CRB checks are not being performed on new staff and volunteers.</li> <li>• Complaints have been made against the charity by beneficiaries or their families, or there is a legal case in progress.</li> </ul>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	

#### Matter 6 - Breaches of law or the charity's trusts

(NB. There will only be a reporting duty if, in addition to evidence suggesting that a trustee acted deliberately or recklessly, the charity suffered or was likely to suffer a material loss or misapplication of its assets.)

- 1 An intention to issue a qualified independent examiner's report. Identification of matters of concern to which attention is drawn, notification of the nature of modification / emphasis of matter or concern with supporting reasons including notification, if any, of any subsequent action taken by the trustees
- ☐ Yes  
☒ No  
☐ N/A

### Matter 9 - Conflicts of interest and related party transactions

#	Procedure	Reference	Response	Comments
1	Evidence suggesting that conflicts of interest have not been managed by the trustees in accordance with guidance issued by the charity regulator.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
2	Evidence suggesting that related party transactions have not been fully disclosed in all respects as required by the SORP.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	

### CONCLUSION

I am satisfied that all significant matters have been properly reported to the regulator.

## Analytical Review

A71(IE)

☐ Prepared By ☐ Updated By ☐ First Review ☐ Second Review ☐ Completed (0 of 10)

*Lily Aston*

## OBJECTIVE

To carry out analytical procedures to identify unusual items or disclosures in the accounts.

## Analytical Review

#	Procedure	Completed	Reference	Comments
1	Compare key figures in this year's accounts (including where relevant, the statement of cash flows) with those for comparable prior periods or (if applicable) budgets or forecasts. Suitable disaggregation to be applied (e.g. branch accounting).	<input checked="" type="checkbox"/>		
2	Enquire of trustees reasons for unexpected fluctuations or inconsistencies with other financial information.	<input checked="" type="checkbox"/>		
3	Consider whether incoming resources or receipts are consistent with your knowledge of the charity's activities.	<input checked="" type="checkbox"/>		<i>considered, correct</i>
4	Consider whether spending of charitable resources or payments are consistent with your knowledge of the charity's activities.	<input checked="" type="checkbox"/>		<i>consistent</i>
5	Consider whether related party transactions are consistent with your knowledge of the charity's activities.	<input checked="" type="checkbox"/>		<i>None</i>
6	Consider whether liabilities and current assets disclosed are consistent with the scale and type of activities undertaken.	<input checked="" type="checkbox"/>		<i>consistent</i>
7	Consider whether investment income is consistent with the nature of assets held.	<input checked="" type="checkbox"/>		<i>consistent</i>
8	Consider whether tangible fixed assets are consistent with the scale and type of activities undertaken.	<input checked="" type="checkbox"/>		<i>consistent</i>

## Detailed Procedures

A80(IE)

<input type="checkbox"/> Prepared By <i>Lily Aston</i>	<input type="checkbox"/> Updated By	<input type="checkbox"/> First Review	<input type="checkbox"/> Second Review	<input type="checkbox"/> Completed (0 of 5)
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## OBJECTIVE

To ensure there are no material failings in the accounting records or material misstatements in the accounts.

## Detailed Procedures

#	Procedure	Completed	Reference	Comments
1	<p>To the extent not already achieved from accountancy preparation, check that the accounts are in accordance with the accounting records.</p> <p>Steps to include:</p> <ul style="list-style-type: none"> <li>(a) agreeing balances in the accounts to a trial balance or nominal ledger;</li> <li>(b) checking a sample of postings from the books of prime entry to the nominal ledger or trial balance;</li> <li>(c) checking that source documents are kept (eg. Invoices, gift aid declarations) and where necessary from planning / analytical review, vouch appropriately;</li> <li>(d) reviewing bank reconciliations and control accounts for completeness;</li> <li>(e) reviewing cashbooks / bank statements for large or unusual items;</li> <li>(f) understanding the relevant fund accounting and reviewing funding letters to ensure no material breach of trust.</li> </ul> <p>(NB: Charitable companies dealing in goods must also maintain stock records).</p>	<input checked="" type="checkbox"/>		<i>All agreed and reviewed</i>
2	<p>Review the accounting records with a view to identifying any material failure to maintain such records.</p>	<input checked="" type="checkbox"/>		<i>No material failure</i>

## Planning Checklist

B11(IE)

☐ Prepared By ☐ Updated By ☐ First Review ☐ Second Review ☐ Completed (0 of 47)

Lily Aston

## OBJECTIVE

To ensure that a cost effective independent examination is planned in accordance with the Directions and Guidance issued by the Regulator.

## APPOINTMENT

#	Procedure	Completed	Reference	Comments
1	For new clients, ensure that the new client checklist and other customer due diligence checklists have been fully completed and approved by the Independent Examiner.	<input checked="" type="checkbox"/>		AML & checklist completed.
2	For existing clients, consider the need to update customer due diligence procedures (eg. due to changes in ownership and control or other significant changes at the client or changes in the nature / extent of the services we provide to them).	<input checked="" type="checkbox"/>		
3	Review acceptance of appointment / reappointment and confirm there are no reasons why we should not continue with this appointment. Particular focus should be placed on whether the examiner is 'independent' (ie. examiner is not influenced by close personal relationships with the trustees or day to day involvement in the administration) and 'suitably qualified'. See chapter 8 of the guidance notes in section A for details.	<input checked="" type="checkbox"/>		

## ELIGIBILITY

#	Procedure	Completed	Reference	Comments
1	Ascertain whether the charity is entitled to exemption from an audit. Complete B12 if considered necessary.	<input checked="" type="checkbox"/>	B12	Exempt

[England and Wales] If not exempt from audit, the accounts must be referred back to the trustees.

- i work/schedules undertaken by the client; ☒
  - j possible problem/important areas; ☒
  - k any branches which form a part of the charity for accounting purposes; ☒
  - l review of the minutes of trustees' meetings. ☒
  - m understand significant estimates and judgements; ☒
  - n In addition, for England and Wales: ☒
    - consider the trustees annual review of internal financial controls and the results thereof;
    - review trustees risk management policy / risk register;
    - understand the reserves policy, and the adequacy of the level of reserves held;
    - understand how the trustees ensure the accounting records are complete.
- 5 Consider the current financial position and where relevant understand why the charity is a going concern. ☒
- 6 Confirm which accounts format is to be adopted (i.e. Receipts and Payments or Accruals) and that the charity is entitled to prepare such accounts (see section A guidance notes for details). For Receipts and Payments, check the governing document to ensure no specific requirement for accruals accounts. ☒
- 7 Note whether the charity wishes to apply any disclosure exemptions under the SORP (see section disclosure checklist). ☒
- 8 Consider whether a search should be obtained from the regulator. ☒
- 9 Update each section of the permanent file/information and sign off as required. In particular, ensure that the permanent file contains a record of the accounting system assessing whether the charity is well run and a conclusion as to its adequacy. ☒

## APPROACH

#	Procedure	Completed	Reference	Comments
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1 Decide level of supervision required based upon knowledge and experience of team and the complexity of the assignment.

2 Plan timetable for accounts and examination work and confirm with the client.

3 Plan dates for manager and partner review.

4 Confirm in writing details of schedules / information to be prepared by the client.

5 Review time summaries and variances from previous year. Consider whether there was any wasted/inefficient time last year.

6 Produce time budget and fee estimate.

7 Brief all staff in detail regarding responsibilities and important matters. Record details of the meeting including who was present and the matters discussed.

8 Ensure all staff are aware of the firm's internal anti-money laundering procedures.

9 Other:

## PARTNER APPROVAL

I have reviewed the planning section, supporting schedules and planned work programmes and approve the work as planned.



## Audit Exemption Eligibility Checklist

B12(IE)

☐ Prepared By

☐ Updated By

☐ First Review

☐ Second Review

☐ Completed

Lily Aron

### **Guidance**

Complete this form to confirm that the standalone charity is audit exempt and requires an independent examination. For a charitable company in a group scenario or a cross border charity, consideration of chapters 2 and 3 of the guidance notes in section A of the manual is recommended.

## CONCLUSION

Audit exemption criteria are achieved if all relevant questions above are answered YES.

Based on the above, the charity does qualify for audit exemption and requires an independent examination.

### **Footnotes**

\* Delete as appropriate. † In Scotland, and Northern Ireland, there is no threshold below which no external scrutiny is required.