

Charity registration number: 301897

New Milton and District Community Association

Annual Report and Financial Statements

for the year ended

31 December 2021

# New Milton and District Community Association

## Contents

Reference and Administrative Details.....	1
Trustees' Report.....	2 to 5
Independent examiner's report.....	6 to 7
Accounting Policies (Note 1 to Financial Statements) .....	8 to 9
Statement of Financial Activities (Income & Expenditure) .....	10
Balance Sheet.....	11
Notes to Financial Statements (Notes 2 to 16 ).....	12 to 18

The following pages do not form part of the statutory financial statements

Statement of financial activities per fund.....	19 to 21
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# New Milton and District Community Association

## Reference and Administrative Details

Charity name	New Milton and District Community Association
Charity registration number	301897
Principal office	The Community Centre Osborne Road New Milton Hampshire BH25 6EA
Trustees	G Denson W Maund
Bankers	Lloyds Bank Plc 4 Castle Street Christchurch Dorset
Independent Examining Accountant	Terence L. Smith & Co. Chartered Accountants 38A Station Road New Milton Hampshire BH25 6JX

# New Milton and District Community Association

## Trustees' Report

The Trustees present their Report and Accounts for the year ended December 31<sup>st</sup> December 2021.

### Trustees

The Trustees are named on Page 1. R Ferguson resigned in 2021 due to ill health and the remaining two have served throughout the year. Appointment of the trustees is made by the Council as governed by the Constitution of the Association. The Council is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing Trustee.

### Constitution, Objectives and Policies

The New Milton and District Community Association (NMDCA) is governed by its Constitution and its objectives are to promote the benefit of the inhabitants of New Milton and the neighbourhood, and to secure the establishment of the Community Centre for this purpose.

The policy of the Association continues to be to raise finance from subscriptions, donations and fundraising activities to continue to benefit the inhabitants of New Milton and the neighbourhood.

The Trustees delegate the day to day responsibility of running the Association to the Executive Committee.

The Trustees, in relation to new trustees, will use the Executive Committee for the administrative process. The guidance 'Trustees and Governance (CC30)' provided by the Charity Commissioners will be followed and covers:-

- Recruitment
- Finding Potential Trustees
- Vetting
- Appointment
- Induction and Training

The guidance provides the Trustees with options at each stage of the process and it is up to the Trustees to select the preferred option. The guidance recognises that each charity has different needs but clearly identifies the statutory (legal) obligations and the need for ongoing training as required for new Trustees to meet their obligations.

# New Milton and District Community Association

## Trustees' Report

### **CORONAVIRUS**

Unfortunately, again, due to the corona-virus the Centre was shut, then re-opened for limited activities from July and fully re-opened in October. However, due to people's concerns with regard to safety and infection the numbers returning to the Centre were down. We are seeing some Hirers not coming back and those coming in have reduced numbers. Members attending the Centre are also down and this is reflected in our year-end membership.

### **Membership**

As at 31<sup>st</sup> December 2021 the total 2021 membership was 726. This is a decrease of 466 from the previous year's membership of 1192 which was down on 2019s and was not unexpected. We normally have a steady inflow of new members throughout a year but being closed and with worries relating to Covid-19 has stopped this happening again. The 2021 subscription rates for individual members is now £12 per annum with a joining fee of £2.50 for new members with the £20 per annum for affiliates being unaffected.

### **Activities and Achievements**

A wide variety and range of interests were on offer but due to Covid insufficient members were willing to participate and due to this lack of numbers some activities did not take place. Meetings occur weekly, monthly or at other convenient times. The Association is always willing to consider new activities that can be set up and is willing to assist with any help if requested. Some groups however have ceased to operate.

During the lockdown and restricted opening times some of those attending made a greater personal financial contribution to help with the maintenance and running costs of the centre. Room hire facilities were available but limited to operating under the Guidelines.

The Association would not be able to provide such a wide level of service to its users without the continued support of a large number of members who give their services voluntarily.

### **Financial Review**

The review compares this year and last year over our accounting period which covers a twelve month period starting January 1<sup>st</sup> and ending December 31<sup>st</sup>.

The total Statutory Income of the Association for the period was £74,442, an increase of £15,345 on last years' £59,197. However, this increase was only due to the receipt of Government income of £17,303 (Grant) and £12,981 (CJS). The total Statutory Expenditure of the Association for the period was £64,421, a decrease of £57,263 on last years' £121,684. The decrease in expenditure arose from our closure, then reduced operations and that 2020 had exceptional high expenditure. Overall this accounting period we have made an operating surplus of £10,021 compared to a deficit of £62,487 in 2020.

The total value of Tangible Assets is now £211,703 after depreciation of £9,470. Depreciation of the building and contents continues to be provided in accordance with recognised accounting standards and accounts for the whole of the £9,470. We received £7,160 from electricity generated by our Solar Array which can be reinvested.

# New Milton and District Community Association

## Trustees' Report

### MAINTENANCE

The new roof was completed in 2020 but the final sign-off for the safety equipment was January 2021. Additional costs are still being incurred in ensuring our building and operations remain Covid Secure. A major task is to recover and refurbish over 150 clothe covered chairs with washable vinyl so they can be properly sanitised after use. We continue to look at how we can best utilise our member's funds and provide them and the local community with the facilities needed. We operate preventative maintenance but the unexpected still occurs. Costs are monitored monthly and are realistic.

### FINANCIAL ASSESSMENT

In preparing the final accounts all totals in the accounts have been rounded to the nearest pound. Each week we identify and reconcile the income and monthly reconcile the income and expenditure. This year we have made an accounting adjustment of £25 for unallocated income. In addition we analyse all Bank transactions and the petty cash account.

The Association's financial position at the Balance Sheet date remains satisfactory especially with the unexpected operating surplus. The Association's funds are sufficient for the Association to continue in operation and can cover the current level of costs for over a year without receipt of any income. Our normal insurance will protect our income in the event of a major disruption to our activities but not Covid-19. With an ageing building and limited surplus income annually we would be unable to raise loans in the normal manner and must continue to rely upon our reserves to cover any major unforeseen costs.

Unfortunately, one Section opted to leave and left with monies and assets. Whilst monies have been recovered we have been advised that potentially an un-crystallized debt of between £0 an £300 could be outstanding but has been written off due to a lack of documentation being provided. Also, the physical assets removed cannot be recovered. Action is being undertaken to ensure our procedures prevent this happening again with other Sections.

The Trustees will continue to maintain the Community Centre in good condition for the inhabitants of New Milton and the neighbourhood as is required under the Constitution.

### **Future Developments (Centre Building)**

The building is regularly inspected and no further major works are required in 2022 or in the near future.

### **Future Developments (Centre Operations)**

In 2021 we needed to rebuild the operation of the Centre due to Covid under whatever the new "normal" environment. Unfortunately, Covid and its variants persisted. This has hampered our attempts to counter the social isolation experienced. The use of social media is now a major tool. We have lost many of our volunteers and need to develop and engage volunteers with the right skills to access the wider local community. 2022 will still be affected by Covid and we can only manage within the parameters of those willing to come out and use our facilities. Steps are being taken to minimise the costs of maintaining the centre with lower attendance.

# New Milton and District Community Association

## Trustees' Report

### Investments

The decision was taken to engage an Independent Financial Advisor (IFA) to more actively manage our funds. This came to a halt with Corona-virus. Monies were released just prior to the market downturn in March. In December 2020 our HSBC fund manager took the position that the fund should be closed. The monies should have been available in early 2021 but due to administrative problems were only released October 2021 with a loss of £42. A claim for compensation is ongoing. The monies have not yet been invested using the IFA. Markets remain highly volatile with Political and Economic uncertainty due to the USA, China and the pandemic. The markets have rallied but investing just before a price re-adjustment will reduce our net worth. The funds will now be put under new management in 2022.

### Reserve Policy

The Building Improvements Reserve is held for future developments or major enhancements to the Community Centre building which is a two storey brick built structure. The Financial Protection Reserve is held to cover any potential claims not covered by the all risks insurance policy. In addition to the all risk we hold an additional to cover the work done on the roof. We will now rely on the additional as the contractor has ceased trading.

### Risk

The Trustees have identified there is no major risk to which the Association is exposed. However, the pandemic (Corona-virus) is a risk if the Trust cannot operate and generate income. With Government support, our Reserves and actions to minimise costs we can continue until 'normal operations' can be resumed. The Centre buildings, fixtures, fittings and equipment contained in it are maintained in a good state of repair so as not to present any undue risk to members or visitors to the premises. The Executive also confirms that the activities which take place on the premises are conducted in a proper and efficient manner so as not to impose any undue risk and now in a 'Covid Secure' environment.

The Trustees have complied with their duty under Section 17 of the Charities Act 2011 to have due regard to guidance published by the Charity Commissioners on public benefit.

Approved by the Trustees on the dates showing below:

*G Densen*

*W Maund*

.....  
G Denson  
Trustee

.....  
Miss W Maund  
Trustee

Date: 16/06/2022

Date: 17/06/2022

## **1. Accounting policies**

### **Basis of Preparation**

The financial statements of the charitable organisation, 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 in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102' and The Financial Reporting Standard applicable in the UK and the Republic of Ireland'. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

### **Going Concern**

The Trustees believe that the charity is well placed to manage its business risks successfully, despite the current uncertain economic outlook, and have reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing the annual financial statements.

### **Fund accounting policy**

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the charity. Further details of each fund are disclosed in Note 16.

### **Incoming resources**

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Income derived from events is recognised as earned (that is, as the related goods or services are provided). Investment income is recognised on a receivable basis. Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

### **Resources expended**

Liabilities are recognised as soon as there is a legal constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Charitable expenditure comprises of those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.



New Milton and District Community Association  
Notes to the Financial Statements for the Year Ended  
31st December 2021

**Governance costs**

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

**Value Added Tax (VAT)**

Value added tax is not recoverable by the charity and as such is included in the relevant costs in the statement of financial activities.

**VAT Registration - Not Registered**

The various categories of funding are assessed against the VAT rules for inclusion or exclusion in calculating the total VAT income. The VAT income is reviewed against the VAT registration threshold throughout the year.

**Fixed assets**

Individual fixed assets costing £200 or more are initially recorded at cost.

**Depreciation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over the expected useful economic life as follows:

Freehold buildings	2% straight line basis
Fixtures, fittings and equipment	20% reducing balance basis
Solar Array	5% straight line basis

**Current Assets**

Current assets investments are stated at market value in line with the SORP. Any movement in value is reflected in the statement of financial activities as other recognised gains/(losses).

**Debtors**

Debtors and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

**Cash at Bank and in Hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account

**Creditors and Provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third part and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

New Milton and District Community Association  
Statement of financial activities by fund Period Ended  
31st December 2021

	NOTES	Unrestricted Funds £	Total Funds 01/01/2021 to 31/12/2021	Total Funds 01/01/2020 to 31/12/2020 £
<b>Incoming resources</b>				
Incoming resources from generated funds				
Voluntary Income	2	16,160	16,160	13,617
Activities for generating funds	3	827	827	740
Investment Income	4	7,167	7,167	8,058
Incoming resources from charitable activities	5	17,187	17,187	23,183
Other incoming resources (less 6.1)	6	2,817	2,817	13,599
GOVT GRANTS	6.1	17,303	17,303	
COVID SUPPORT	10	12,981	12,981	
Total incoming resources		<u>74,442</u>	<u>74,442</u>	<u>59,197</u>
<b>Resources Expended</b>				
Charitable Activities	7	63,541	63,541	120,844
Governance Cost	7	880	880	840
Total resources expended		<u>64,421</u>	<u>64,421</u>	<u>121,684</u>
Net (outgoing)/incoming resources before other recognised gains and losses		10,021	10,021	(62,487)
<b>Other recognised gains/losses</b>				
(Losses)/gains on investment assets	13	<u>(42)</u>	<u>(42)</u>	<u>1,481</u>
Net Movement in funds		9,979	9,979	(61,007)
Total funds brought forward		465,877	465,877	526,884
Total funds carried forward		<u><u>475,856</u></u>	<u><u>475,856</u></u>	<u><u>465,877</u></u>

All incoming resources and resources expended derive from continuing activities.

New Milton and District Community Association  
Balance sheet as at 31st December 2021

		31/12/2021		31/12/2020	
	Notes	£	£	£	£
<b>Fixed Assets</b>					
Tangible Assets	11		211,703		221,172
<b>Current Assets</b>					
Debtors	12	1,440		4,896	
Investments	13	0		90,625	
Cash at bank and in hand	13.1	267,014		160,038	
		<u>268,454</u>		<u>255,559</u>	
Creditors: Amounts falling due within one year					
2021 ADV memb fees	14	(2,126)		(285)	
2020 TRADE OTHERS	14	(1,276)		(9,673)	
2021 AUDIT	14	(880)		(840)	
2021 TRADE HIRERS	14	(20)		(56)	
				0	
		<u>(4,301)</u>		<u>(10,854)</u>	
Net current Assets			264,153		244,705
Net Assets			<u>475,856</u>		<u>465,877</u>
<b>The funds of the charity:</b>					
<b>Unrestricted funds</b>					
Unrestricted income funds			465,877		526,884
Previous year adjustments					
			<u>465,877</u>		
Operating Activities Gains/(Losses)		10,021			
Revaluation reserve		(42)		(61,007)	
Total change to income funds during the period			<u>9,979</u>		<u>(61,007)</u>
Total unrestricted funds			<u>475,856</u>		<u>465,877</u>
Total charity funds			<u>475,856</u>		<u>465,877</u>

Approved by the Board on 18/06/2022 and signed on its behalf by:

G Densen

.....  
G Densen - Trustee

W Maund

.....  
Miss W Maund - Trustee

**New Milton and District Community Association**  
**Notes to the Financial Statements for the Period Ended**  
**31st December 2021**

	Un- restricted Funds £	Total Funds 01/01/2021 to 31/12/2021 £	Total Funds 01/01/2020 to 31/12/2020 £
<b>2 Voluntary Income</b>			
Donations and Legacies			
Legacies	0.00	0.00	
Centre activities	14,041	14,041	11,082
Centre catering	2,119	2,119	2,535
	<u>16,160</u>	<u>16,160</u>	<u>13,617</u>
<b>3 Activities for generating funds</b>			
Reception	827	827	740
	<u>827</u>	<u>827</u>	<u>740</u>
<b>4 Investment Income</b>			
Interest on cash deposits	7	7	22
Investment income			
solar FIT	7,160	7160	8,036
	<u>7,167</u>	<u>7,167</u>	<u>8,058</u>
<b>5 Incoming resources from charitable activities</b>			
Subscriptions & fees	4,902	4,902	11,049
(monies received in previous year for this)			
Hall and room rentals	12,285	12,285	12,134
	<u>17,187</u>	<u>17,187</u>	<u>23,183</u>
<b>6 Other incoming resources</b>			
6.1 GOVT GRANTS	17,303	17,303	
Donations (ad hoc)/Gift Aid	2,792	2,792	13,551
Rounding Accounting adj	25	25	48
	<u>20,120</u>	<u>20,120</u>	<u>13,599</u>

**New Milton and District Community Association**  
**Notes to the Financial Statements for the Period Ended**  
**31st December 2021**

		01/01/2021 to 31/12/2021		01/01/2020 to 31/12/2020
<b>7 Total resources expended</b>		<b>Charitable Activities</b>	<b>Governance</b>	<b>Total</b>
	Note			
<b>Direct costs</b>				
Employment Costs	10	37,126		37,126
Establishment costs		6,334		6,334
Insurances		3,411		3,411
Utilities		3,688		3,688
Office expense		846		846
Subscriptions/donations/licences		256		256
Publicity and sundry othe costs		2,049		2,049
Independent examiners fee		30	880	910
Bank charges		332	0	332
Depreciation of tangible fixed assets		9,470		9,470
ADJUSTMENTS (JNLS)		0		0
		<u>63,541</u>	<u>880</u>	<u>64,421</u>
				<u>136,941</u>

**8 Trustees' remuneration and expenses**

No trustee received any remuneration or reimbursement of expenses during the period.

**9 Net (outgoing)/incoming resources is atated after charging**

	01/01/2021 to 31/12/2021	01/01/2020 to 31/12/2020
Depreciation of owned assets	<u>9,470</u>	<u>10,011</u>

**New Milton and District Community Association**  
**Notes to the Financial Statements for the Period Ended**  
**31st December 2021**

**10 Employees remuneration**

The average number of persons employed by the charity (including trustee) during the period was as follows:

		<b>01/01/2021 to 31/12/2021</b>	<b>01/01/2020 to 31/12/2020</b>
Charitable activities	Number	<u>2</u>	<u>3</u>

The aggregate payroll costs of these persons were as follows:

Wages and salaries (Net)		28,026	29,714
HRMC	EE/Tax Ni	7,318	6,701
NEST	EE PENSION	1,025	986
HMRC	ER Social Security	0	0
NEST	ER PENSION	757	691
		<u>37,126</u>	<u>38,092</u>

HMRC COVID SUPPORT	12,981	15,257
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Pension contributions were made to two employees under NEST  
 No employee received emoluments of more than £60,000 during the period  
 31/12/2021 - No.0

**New Milton and District Community Association**  
**Notes to the Financial Statements for the Period Ended**  
**31st December 2021**

**11 Tangible fixed Assets**

SL	STRAIGHT LINE	Freehold	Fixtures	Solar	
RB	REDUCING BALANCE	property	fittings & equipment	Array	Total(s)
		SL	RB	SL	
		2%	20%	5%	
<b>Depreciation rate</b>					
<b>Cost or valuation</b>					
AS AT 31/12/2020		275458	94500	35852	405810
Additions		0	0	0	0
AS AT 31/12/2021		275458	94500	35852	405810
<b>Depreciation</b>					
AS AT 31/12/2020		84983	83661	15993	184637
Charge for the period		5509	2168	1793	9470
AS AT 31/12/2021		90492	85829	17786	194107
<b>Net book value</b>					
AS AT 31/12/2020		190475	10839	19859	221173
AS AT 31/12/2021		184966	8671	18066	211703

<b>12 Debtors</b>	woff/jnl	received	31/12/2021	31/12/2020
<b>previous to be cleared</b>	2020			
Trade Debtors				
Hirers (unpaid fees)	0.00	1,440	0.00	1440.00
Activities (unpaid)			0.00	0.00
LOANS		1,575	0.00	1575.00
HMRC Covid		1881.00	0.00	1881.00
Trade Debtors	2021			
Hirers (unpaid fees)			518.50	
Activities (unpaid)			546.00	
LOANS			375.00	
HMRC Covid			0.00	
			<u>1,440</u>	<u>4,896</u>

**New Milton and District Community Association**  
**Notes to the Financial Statements for the Period Ended**  
**31st December 2021**

**13 Current assets: Investments**

	as at 31/12/2021	gain (loss)	as at 31/12/2020
Listed Investments	<u>0</u>	<u>(42)</u>	90,625

**Anaylsis of movement in current asset investment**

Investment values			
HSBC CLOSED OCT 2021	0	(42)	90,625
Sterling Investment Account CLOSED MARCH 2020	<u>0</u>	<u>(42)</u>	<u>90,625</u>

All current assets investments were held in the UK in listed investments

**13.1 Cash at bank and in hand**

	as at 31/12/2021	as at 31/12/2020
Lloyds INSTANT	151,487	44,889
Lloyds No. 1	60,160	60,156
Lloyds No. 2	54,764	54,827
PETTY CASH	230	75
Unbanked CASH (A)	331	56
Cash Holdings (tin/eoy transition)	43	35
TOTAL(s)	<u>267,014</u>	<u>160,038</u>



**New Milton and District Community Association**  
**Notes to the Financial Statements for the Period Ended**  
**31st December 2021**

**14 Creditors: Amounts falling due within one year**

	DIFF	paid	31/12/2021	31/12/2020
Taxation & Social Security				
previous years end balances				
2020		0.00		
2020 trade rentals		36.00	(20)	(56)
2020 Membership fees (in advance)		285.00	0	(285)
2020 Audit fee (provision)		840.00	0	(840)
2020 trade others		8732.60	0	(8,733)
2020 NEST		941.00	0	(941)

**THIS YEARS CREDITORS**

Accruals and deferred income				
2021 trade rentals		20.00	(20)	
2021 Membership/AFF fees (in advance)		0.00	(2,126)	
2021 Audit fee (provision)			(880)	
2021 trade others		0.00	(631)	
2021 HMRC/NEST		-0.49	(645)	
			<u>(4,301)</u>	(10,854)

<b>Total of creditors falling due within one year are:</b>	<b>(4,301)</b>
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**New Milton and District Community Association**  
**Notes to the Financial Statements for the Period Ended**  
**31st December 2021**

**15 Related parties**

Controlling Entity

The charity is controlled by the trustees

**16 Analysis of funds**

	As at 1/1/2020 £	income £	expend £	TRFS £	gains (losses) £	as at 31/12/2020 £
General Funds						
Accumulated fund	397,703	74,454	(136,941)	15,882	1,481	352,578
Financial protection	15,907					15,907
Building fund	113,274			(15,882)		97,392
	<u>526,884</u>	<u>74,454</u>	<u>(136,941)</u>	<u>0</u>	<u>1,481</u>	<u>465,877</u>

	As at 1/1/2021 £	income £	expend £	TRFS £	gains (losses) £	as at 31/12/2021 £
General Funds						
Accumulated fund	352,578	74,442	(64,421)	0	(42)	362,557
Financial protection	15,907			0		15,907
Building fund	97,392			0		97,392
	<u>465,877</u>	<u>74,442</u>	<u>(64,421)</u>	<u>0</u>	<u>(42)</u>	<u>475,856</u>

## **NEW MILTON AND DISTRICT COMMUNITY ASSOCIATION**

### **Independent Examiner's Report to the Trustees of New Milton and District Community Association**

I report on the accounts of the charity for the year ended 31<sup>st</sup> December 2021, which are set out on pages 8 to 17.

#### **Respective responsibilities of the trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145 (5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

## **NEW MILTON AND DISTRICT COMMUNITY ASSOCIATION**

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect, the requirements  

☐ to keep accounting records in accordance with section 130 of the 2011 Act; and  
☐ to prepare accounts which accord with the accounting records and comply with the requirements of the 2011 Act

have not been met; or

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*TL Smith*

Terence L Smith CA  
Terence L Smith & Co  
38A Station Road  
New Milton  
Hampshire  
BH25 6JX

Dated: 7<sup>th</sup> June 2022