



Trustees' Annual Report



CHARITY COMMISSION
FOR ENGLAND AND WALES

For the period

From (start date)

0 6 0 4 2 4

to end date

0 5 0 4 2 5

Section A

Reference and administration details

Charity name

25th Southampton (Northam) Sea Scouts

Other names the charity is known by

Registered charity number (if any)

3 0 2 3 0 9

HQ registration number

Charity's principal address

Crosshouse Road

Southampton

Hampshire

Postcode

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Names of the charity trustees who manage the charity

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

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	John Anthony Bradley	Chair	
2	David Simpson	Secretary	
3	Kara Congreve	Treasurer	
4	David Bowers	Group Lead Volunteer	
5	Kevin Heslop	Beaver Section Leader	
6	Amber Dadswell	Cub Section Leader	
7	Adrian Norton	Scout Volunteer	
8	Henry Hick	Explorer Section Leader	
9	Clive Aylett	Water Activities Coordinator	
10	Sarah Granger	Cub volunteer	
11	Oliver McLaggan	Beaver volunteer	
12			
13			
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)

(These will be published in the annual report of the charity)

Type of advisor	Name	Address
District Chairman	Veronica Radford	
District Lead Volunteer	Joshua Smith	
Independent Examiner	Richard Jacob	
Architect	Monika Litkowska	

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document

(e.g. trust deed, constitution)

The Group's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

How the charity is constituted

(e.g. trust, association, company)

The Group is a trust established under its rules which are common to all Scouts.

Trustee selection methods

(e.g. appointed by, elected by)

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

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

You may choose to include additional information, where relevant, about:
Policies and procedures adopted for:

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

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

The Trustee Board meets every 3 months and consists of the Chair, Treasurer and 9 Trustees (including 2 Ex Officio Trustees, and 2 co-opted Trustees).

Members of the Trustee Board complete Being a Scouts Trustee learning within the first 6 months of joining the Board.

This Group Trustee Board exists to make sure the charity is well-managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and the organisation's policies and rules. Their support helps other volunteers run high-quality and safe programmes that gives young people skills for life.

Section B

Structure, governance and management (continued)

Risk and Internal Control

The Group Trustee Board has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The Group through the membership (capitation) fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

<p>Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group holds a reserve to ensure the continuity of activities should there be a major reduction in income. The Board could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.</p> <p>Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.</p> <p>Reduction or loss of members. The Group provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.</p> <p>Internal financial controls are in place which include 2 signatories for all payments whether by cheque or online.</p>

Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p>The Purpose of Scouting Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p>The Values of Scouting As Scouts we are guided by these values: Integrity - We act with integrity; we are honest, trustworthy and loyal. Respect - We have self-respect and respect for others. Care - We support others and take care of the world in which we live. Belief - We explore our faiths, beliefs and attitudes. Co-operation - We make a positive difference; we co-operate with others and make friends.</p> <p>The Scout Method Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and: - enjoy what they are doing and have fun - take part in activities indoors and outdoors - learn by doing - share in spiritual reflection - take responsibility and make choices - undertake new and challenging activities - make and live by their Promise.</p>
Summary of the main activities in relation to these objects	<p>Each Section meets weekly during school term time and sometimes during holidays. The Section Leaders organise age appropriate indoor and outdoor activities so that the young people learn new skills and life lessons all within a fun and safe environment. Badges are earned for</p>

within a fun and safe environment. Badges are earned for specific achievements in all Sections. As a Sea Scout Group, activities may be linked to the water particularly in the summer months. This year, including the many and varied water activities (sailing, kayaking, powerboating), the Group have had trips to Paultons Park, the Christmas Panto, various walks and many camps and taken part in activities such as outdoor cooking, raft building and testing.

Additional details of the objectives and activities (optional information but encouraged as best practice)

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

- policy on grantmaking;
- contribution made by volunteers;
- policy on investments.

The Group continually strives to provide a challenging, interesting, safe and fun environment where young people can excel. The Group is run on an entirely voluntary basis and the Section Leaders and helpers give their time and experience to inspire young people to challenge themselves, achieving personal goals by receiving badges whilst also having fun and allowing them to be part of a group where they can grow and take responsibility outside their normal daily life. Other volunteers are also key to the Group's success; the Headquarters and Marine equipment need to be maintained, the funds looked after, meetings organised, future plans made and activities supported. The Trustee Board review current and future requirements of the Headquarters and the marine equipment so that any investment is made as and when required to ensure the safety and future of the Group. Currently the Trustee Board is involved in the redevelopment of the building and the site.

Public benefit statement

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The main achievement this year has been the continuation of a stable Group environment which has allowed the Sections to flourish and the further consolidation of the Trustee Board. The Section Leaders continued organising an array of wonderful activities and there was as much time on the water as possible. The site development progressed with the architect and then council planning permission was granted.

Section E

Financial Review

Brief statement of the charity's policy on reserves

Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Trustee Board considers that the group should hold a sum equivalent to 12 months running costs, circa £20,000.

Quantify and explain any designations

The Group had a legacy donation that the Executive Board at the time decided to put towards development of the Headquarters and site. In last year's accounts the Site Development Fund was designated at £220,000. This financial year after consideration of the reserves for running costs and the balance of the Site Development Fund there are additional reserves of £14,460. This is above the level required for operating expenses and will be discussed by the Trustees.

Details of any funds materially in deficit (circumstances plus steps to eliminate)

NA

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);

The Group's Income is predominantly from monthly membership subscriptions and fundraising. The bulk of the fundraising is from supplying a local business with car parking facilities as well as the Group Leaders offering training and water activities to young people outside the Group. Other fundraising is generously given by donations from previous 25th Scouts. The Group adopted a low risk strategy to the investment of its designated funds so all funds are held in cash using only mainstream banks (Lloyds and Cambridge & Counties), building societies (Nationwide) and previously in The Scout Association's Short Term Investment Service until it closed in May 2023. This financial year saw continued high interest rates which led to higher levels of interest as income. Expenditure is predominantly on Scout membership (capitation) fees, insurance and utilities, all of which allow scouting activities to take place. The Scout membership fees cover the national programme and support for the Group. Various insurance policies cover the building, land, contents, marine equipment and personal and accident medical expenses for non members (members are insured under the Scout Association membership fees). Volunteer purchases for activities are refunded and accounted for. Planning application approval means that the site development can progress.

- how expenditure has supported the key objectives of the charity;

Insurance and maintenance of the Headquarters and marine equipment allows for weekly activities in a safe environment. The purchase of prepaid cards allows Section Leaders to not use their own funds before having expenses reimbursed and also allows for budgeting. Whilst expenditure on camps and events is covered by parent payments, upfront payments are made to suppliers such as campsites and activity centres.

- investment policy and objectives;

The Trustees regularly monitor the account balances and the interest rates received to ensure the group obtains the maximum value and income from its banking arrangements. This has meant using accounts that require a period of notice before funds may be withdrawn and therefore monitoring cashflow is required. The large amount of funds has meant it has also been required to follow the Financial Services Compensation Scheme guidelines.

Section F Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)

Since receiving the large legacy the plan has always been to revamp or rebuild the Headquarters. Plans were drawn up by an architect, approved by Southampton City Council and planning permission granted for the building extension and boat house on site. Following the investment criteria mentioned earlier, the designated funds will remain invested to ensure security and accessibility until such time as they are needed. Smaller investments will always be made in capital equipment to allow the young people to continue enjoying being a Sea Scout. The 75th anniversary of the Group was held in June 2024.

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)

J. Bradley

Position (eg Secretary, Chair)

Chair

Date

2 2 0 6 2 5



CHARITY COMMISSION
FOR ENGLAND AND WALES



25th Southampton (Northam) Sea Scout Group

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Receipts and payments accounts

For the period from	Period start date	To	Period end date
	06-Apr-24		05-Apr-25

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					
Membership subscriptions		-	-	-	
Beavers	1,243	-	-	1,243	1,512
Cubs	2,282	-	-	2,282	2,293
Scouts	2,530	-	-	2,530	2,860
Explorer Partnership fee	-			-	1,062
Canoe Club rental	-			-	2,800
Camps and Events	3,355			3,355	4,213
Hire of car park to St James Society	7,280			7,280	7,280
Hire of hall / toilet block	-			-	-
Hire of equipment	-			-	-
Donations	1,130			1,130	1,045
Gift aid	1,768	-	-	1,768	-
Legacies	-	-	-	-	-
Grants		3,175	-	3,175	-
Training courses/water activities to 3rd parties	-			-	400
Bank / building society interest	8,332			8,332	6,558
Investment income	-			-	451
Other	14			14	-
Sub total (Gross income for AR)	27,934	3,175	-	31,109	30,474
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	27,934	3,175	-	31,109	30,474
Total receipts	27,934	3,175	-	31,109	30,474

A3 Payments

Membership fees	3,721	-	-	3,721	3,685
Youth programme and activity	874	-	-	874	523
Camps and events	3,193	-	-	3,193	3,493
Camp equipment capital expenditure	1,140	-	-	1,140	-
Uniform and badges	477	-	-	477	695
Training	-	-	-	-	720
Gocardless fees	392	-	-	392	416
PAME insurance	52	-	-	52	52
Property insurance	1,251	-	-	1,251	1,288
Marine insurance	1,816	-	-	1,816	3,622
HQ repairs and maintenance	1,331	-	-	1,331	1,146
Marine repairs and maintenance	168	-	-	168	711
Marine fuel	117	-	-	117	31

Marine capital expenditure	2,414	2,500	-	4,914	-
Stationery and printing	4	-	-	4	103
AGM expenses	60	-	-	60	23
Car park permits	200	-	-	200	100
Prepaid cards for leaders (OSM)	-	-	-	-	50
Council tax	155	-	-	155	121
Electricity	1,195	-	-	1,195	1,052
Gas	152	-	-	152	513
Water	340	-	-	340	296
Site development	3,284	-	-	3,284	7,973
Refunds	-	-	-	-	41
		-	-	-	
Sub total	22,336	2,500	-	24,836	26,654

A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	22,336	2,500	-	24,836	26,654

Total payments	22,336	2,500	-	24,836	26,654
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Net of receipts/(payments)	5,598	675	-	6,273	3,820
A5 Transfers between funds	-		-	-	-
A6 Cash funds last year end	252,471	-	-	252,471	248,498
Cash funds this year end	258,069	675	-	258,744	252,471

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Last Year to nearest £
B1 Cash funds	<div> Lloyds Treasurer Account *086 Lloyds Commercial Instant Access Account *468 Lloyds Commercial Instant Access Account *812 Nationwide Business 95 Day Saver Issue 11 - Annual Cambridge & Counties 95 Day Business Notice Account - Issue 19 Monthly OSM Prepaid card balance Total cash funds <small>(agree balances with receipts and payments account(s))</small> </div>	13,970 2,922 56,427 94,177 90,714 534 258,744	- - -	18,577 400 55,805 90,397 86,807 485 252,471 Agreement Error
B2 Other monetary assets	<div> Rental owed by District Canoe Club </div>	1,400 - - - - -	- - - - - -	- - - - - -
B3 Investment assets	<div> </div>	 	- - - -	- - - -

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B4 Assets retained for the charity’s own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Boats and marine equipment insured value	Unrestricted	-	60,425
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
RESERVES POLICY		-	
12 months running costs	unrestricted	20,000	
Site development	unrestricted	224,084	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

EXPLANATORY NOTES FOR RECEIPTS & PAYMENTS 2024/25

Basis of Accounting	These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities Act 2011 that allows charities registered in England and Wales that are not companies to do so provided the charity's gross income is not over £250,000.
Nature and Purpose of Funds	<p>Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The Group maintains a single unrestricted fund for the day-to-day running of the club. The legacy, whilst a designated fund for the purposes of the site development, is part of the unrestricted funds.</p> <p>No remuneration was paid to the trustees or any connected persons during the year</p>
<u>RECEIPTS</u>	
Membership Subscriptions	Money paid monthly by all parents/guardians and which should cover weekly in-house activities and Group operational costs. Most parents pay via OSM which is handled by Gocardless but some still pay directly to the Group Lloyds bank account. Trustees approved an increase in subscriptions from January 2025, the first time for some years. Beavers from £8.50 to £10.50, Cubs from £9 to £13, Scouts from £11 to £15.50. The Group offers a hardship fund for anyone who cannot afford the monthly payment. These figures are gross as the transactional fees are noted in Payments below. Total for 24/25 £6,055 compared to £6,387 for 23/24.
Explorer Partnership Fee	In April 2022 the Group signed the Partnership Agreement. The membership subs are paid to District and costs are also paid by District. The Explorers are still an important part of the 25th and therefore pay an annual fee per Explorer (£23/24 £59). The 24/25 invoice will fall in next year's accounts.
Canoe Club rental	The District Canoe club stores its canoes with the 25th and in return it pays £700 per annum. Money is still owed for 2023/24 and 2024/25 and is noted in B2 Other Monetary Assets
Camps & Events	Additional payments by parent/guardian for attending a camp or event. The organising Leader ensures that costs of the event are covered by the parent payment. Most payments are made via Gocardless but some still continue to be paid via the Group Lloyds account. There were at least 10 camps/events this year, lower than last year hence lower receipts but the related costs shown in payments should also be lower.
Hire of car park to St James Society	The Society of St James pays the Group £606.66 every month to be allowed to use the Group compound for parking their cars. It is a non-contractual agreement that can be ended at any time.
Hire of hall, toilet block, equipment	There were no hirings this year of the hall, toilet block or equipment.
Donations	The majority of these are from previous 25th Scout families. This year there were also donations from Lloyds Bank Foundation Match Funding (Ollie McLaggan) of £500 and of £150 from 5th Farnham Scouts for use of the Solent 3 at their IOW summer camp.
Gift Aid	Applied to HMRC for the first time and retrospectively to April 2020
Legacies	None received this year.
Grants	£2500 from the Royal Navy via the Scout Association, only for match funding for purchase of marine equipment, in this case the RIB engine. £675 received from District to go towards 2023/24 RYA training cost.
Training courses and water activities provided to 3rd parties	None provided this year
Other	Volunteer returned funds due to expenses overpayment made in error
Investment Income	The Group has 3 Lloyds, 1 Nationwide and 1 Cambridge & Counties accounts (the Scout Investment account closed last year). Only the Treasurer current account, which is used for daily running, is not interest bearing. After significant interest this financial year both the Cambridge & Counties and Nationwide are now above the FSCS limit. Below is the breakdown of interest for this year and last.

		2024/25	2023/24
Bank Interest	Lloyds Treasurer account (current)	£0	£0.00
	Lloyds Commercial Instant Access Account (savings)	£22	£4.21
	Lloyds Commercial Instant Access Account (savings)	£623	£682.37
	Cambridge & Counties 95 Day Business Notice Account (savings)	£3,907	£2,807.41
Building Society Interest	Nationwide Business 95 Day Saver Issue 11 (savings)	£3,780	£3,064.64
Fund interest	Scout Short Term Investment Service (closed May 2023)	£0	£450.87
	TOTAL	£8,332	£7,009.50

PAYMENTS

These costs are operational with some capital expenditure and site development. They allow the Group to enjoy all aspects of Sea Scouts and should be covered by Membership Fees and Explorer Partnership fees as a minimum.

Scout Association Membership Fees	Paid annually to the Scout Association allowing Beavers, Cubs and Scouts to be members, based on an annual census. This year the Group had 61 members at a cost of £61 per person.		
Youth Programme and Activity	Cost of supplies used by all Sections at weekly HQ meetings		
Camps and Events	Although parents/guardians pay for camps and events, these costs are the upfront payments to suppliers such as campsites and activity centres. The receipts then come in from the parent and should cover the costs. For that reason these are not included in operational costs. Receipts covered payments.		
Camp Equipment	5 Zenobia tents were bought.		
Uniforms and Badges	Cost of neckers and badges awarded in all Sections		
Gocardless Transaction Fees	Gocardless is a finance company used to handle payments on the OSM platform. For every transaction there is a charge which equates to 4.3% of money received by Gocardless. Total receipts paid by parents £9,038, Group received £8,646, fees £392		
Insurance	Provided by Unity Insurance Services who work with the Scout Association. PAME (Personal Accident & Medical Expenses) is cover for non-members as members are covered under the Scout Association membership fee. Marine insurance is lower than last year as 23/24 covered 2 years premiums.		
HQ Repairs & Maintenance	Includes fire extinguisher service, the annual boiler service and gas safety certificate, clean up after a flood, cleaning products, signage, padlock and keys..		
Marine Repairs & Maintenance	Minimal repairs and purchases required this year		
Marine Fuel	For camps and activity days		
Stationery & Printing	Minimal this year		
AGM expenses	Higher cost than previously as the Group made the AGM more of a thank you to all.		
Car park permits	10 permits bought from Southampton City Council to allow volunteers free parking in the nextdoor public car park		
OSM Prepaid cards	No OSM cards required this year		
Utilities	Energy prices continued to be high. Electricity is with SSE, Gas bought from Flogas, Water/sewerage with Business Stream, Council tax with Southampton City Council		
Site Development	Payments in this item are taken from the designated funds. Expenditure this year was for a flood risk warning and evacuation plan, construction plans and council planning applications.		
	Application for flood risk warning and evacuation plan	The Town Planning Experts	£1,254.48
	Council planning application x2		£430.00
	Design and construction management plan and submission to council	Monika Litowska	£1,600.00
	TOTAL		£3,284.48
Cash funds	The Lloyds Treasurer account is used for daily banking and Commercial Instant Access *468 for marine expenditure. The remaining accounts hold the funds for site development.		
Non monetary assets for charity's own use	Current value of the boats and marine equipment insured at £60,425		

Liabilities / Reserves

The Trustees require 12 month's running costs to be designated to ensure the continuation of the Group and despite some rising costs the designated amount will remain at £20K.

The legacy received in 2016/17 was not restricted for any particular use but it was agreed by the Executive Committee at the time to be used for future building and renovation. Redevelopment of the site was postponed due to covid. In 22/23 the allocated amount was £220,000 and the Executive Committee agreed that interest earned would be added to these funds. After allowing for interest this year, £8,332, and the costs of development £3,284, the total is now £224,084.

Total Cash Funds are £258,744 which after the designated liabilities noted leaves £14,660.

ANNUAL ACCOUNTS RECEIPTS AND PAYMENTS TOTALS FOR PREVIOUS 5 YEARS

	24/25	23/24	22/23	21/22	20/21
Receipts Total	£31,109	£30,474	£19,047	£42,996	£20,184
Payments Total	£24,833	£26,654	£16,580	£25,338	£8,971
Profit/Loss	£6,276	£3,820	£2,467	£17,658	£11,213



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees	25th Southampton (Northam) Sea Scout Group		
On accounts for the year ended	05-Apr-25	Charity no (if any)	302309
Set out on pages	3 <small>(delete) to include the page numbers if additional sheets</small>		
	I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 05/04/2025.		
Responsibilities and basis of report	<p>As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.</p>		
Independent examiner's statement	<p>[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.</p> <p>I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:</p> <ul style="list-style-type: none">• the accounting records were not kept in accordance with section 130 of the Charities Act; or• the accounts did not accord with the accounting records; or• the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination. <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.</p> <p><i>* Please delete the words in the brackets if they do not apply.</i></p>		
Signed:			Date: 15.06.25
Name:	Richard Jacob		
Relevant professional qualification(s) or body			

(if any):

Address:

6 WESTROW GARDENS
SOUTHAMPTON
SO15 2LZ

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.