



Independent reviewer's checklist and confirmation form

Unit or level to complete this section

Name of unit or level	Dunluce Guide House
Name of local commissioner	Ami KIRKPATRICK, RUTH PATTON
Contact details for local commissioner*	

*Email address or phone number

Independent reviewer to complete the following sections

Name of independent reviewer	Louise Glenholmes
Contact details for independent reviewer*	louise@louiseglenholmes@aol.com
<p><input checked="" type="checkbox"/> I confirm that I am not a member of the unit or level leadership team, a signatory of the unit or level's bank account, or related to anyone in the unit or level</p> <p><input checked="" type="checkbox"/> I confirm that I understand the checks required and that I am responsible and financially confident to complete these checks</p> <p><input checked="" type="checkbox"/> I confirm that I will hold any personal and/or financial data given to me securely, only share it with people that need to see it for the purpose of this review, and will securely destroy or return the data when it is no longer needed for review purposes</p>	

*Email address or phone number

I confirm that I've carried out the following checks on the accounts for the above unit or level:

- ☒ A bank account exists in the name of the unit or level, and most income is recorded here
- ☒ Spending and income are accurately recorded across financial records, based on the information I have reviewed, including:
 - Bank statements
 - Paying in books
 - Cheque books
 - Invoices
 - Receipts
- ☒ If any information was missing, this has now been provided
- ☒ Payments have been dual authorised
- ☒ Where online banking is used, the users have confirmed there is no sharing of passwords
- ☒ Grant money has been used for the right purpose
- ☒ Cash held is minimal
- ☒ Money collected for another charity has been passed on appropriately
- ☒ Any errors noted have been adjusted for

Please tick one

- ☒ During my review, there have been no concerns about how the unit or level named above keeps accounts or spends money
- ☐ During my review, there have been concerns which have been raised with the commissioner or HQ

Please give a summary of your findings:

Independent examiner's report to the charity trustees of Dunluce Guide House

I report on the accounts of the Trust for the year ended 31 Dec 2025

Respective responsibilities of charity trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the Charities Act 2011

It is my responsibility to:

examine the accounts under section 65 of the Charities Act

- follow the procedures laid down in the general Directions given by the Commission under section 65(9)(b) of the Charities Act 2011
- state whether particular matters have come to my attention.

Basis of independent examiner's report

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the Charities Act 2011

My examination included a review of the accounting records kept by the charity and a comparison of the accounts prepared by the charity with the accounting records

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 63 of the Charities Act

2. That the accounts do not accord with those accounting records

3. That the accounts do not comply with the accounting requirements of the Charities Act

4. That there is further information needed for a proper understanding of the accounts to be reached

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with my examination, I have not become aware of any other matters which give me cause to believe that the accounts are not prepared in accordance with the Charities Act 2011

You can find more information about this process in our end of year review of accounts procedure.

Signature	Louise Glenholmes
Date	22/02/2026