

Independent examiners statement:-

In connection with my examination -

1. No matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act and to prepare accounts which accord with the accounting records and comply with the requirements of the Act and Regulations have not been met. In support of this see comments 1 to 6 below.
2. In my opinion attention should be drawn to items 7-9 below in order to enable a proper understanding of the accounts to be reached.

Scope of Examination and Recommendations:-

1. Checked and confirm that accounts have been properly kept through out the year, excel spreadsheets.
2. Checked that payments were supported by invoices and expenditure approved and supported by documentation. Not all payments were supported by an invoice or note to file.
3. There was no evidence of any Petty Cash balance in the accounts.
4. Checked that expected income was fully received, based on correct prices, properly recorded and promptly banked.
5. Checked that periodic and year end bank account reconciliation's were properly carried out. **Although year end bank reconciliations were done there was no evidence that they were reconciled during the year.**
6. Checked the year end accounts were on a correct accounting basis (receipts and payments/income and expenditure, balance sheet), agreed with cash book, were supported by an adequate audit trail from underlying records and where appropriate debtors and creditors properly recorded.
7. **Recommendation** that a Funding Reserves plan is created and reviewed on an annual basis.
8. **Recommendation** that a Fixed Asset Register / List is prepared and maintained.
9. **Recommendation** that a Financial Risk Assessment is prepared and reviewed annually.