

Trustees Annual Report and Financial Report

of the Parochial Church Council of the Ecclesiastical Parish of West Chiltington

St Mary's Church, West Chiltington

Faithful Hopeful Joyful Prayerful

St Mary's Church, Church Street, West Chiltington, RH20 2JW

Registered Charity no. 1138034

For the year ended 31 December 2020

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Website: www.stmaryswestchilt.co.uk

Incumbent: Rev Stephen Merriman, The Rectory, East Street, West Chiltington RH20 2JY

Independent examiner: Mr Adrian C Radford, 7 Curbey Close, West Chiltington, RH20 2HU

Bankers: The NatWest Bank, 5 East Street, Chichester, PO19 1HH

St Mary's, West Chiltington

Faithful Hopeful Joyful Prayerful

Trustees Annual Report for 2020

Our aims and purposes as a charity

The PCC has the responsibility of co-operating, with the Rector in

- The promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England;
- Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical.
- To know Jesus better and make Him better known;
- Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or, ability to pay;
- Providing support for those in need and, to other organisations with similar objectives.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, the PCC have considered the Charity Commission's guidance on public benefit and the specific guidance on 'charities for the advancement of religion'.

For 2020 we discussed and planned the following objectives and activities to fulfil our aims:

- Enabling as many people as possible to worship at our church;
- Work with our Rector to extend the Christian influence in the village:
- Opening our Church every day for prayer, reflection and well-being:
- Teaching, baptising, and nurturing new and existing believers within the parish;
- Working with our community school and youth organisations;
- Considering how services can involve the many groups that live within the parish;
- Putting faith into practice, through prayer and scripture, music, and sacrament;
- Offering worship and prayer, learning about the Gospel, in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;
- Provision of pastoral care for people living in the parish and those in need of specific support
- Helping the poor and needy of the parish;
- Encourage charitable giving through our services and other activities in the parish
- Reaching out to the unchurched by encouraging them to use the Church and Hall;
- Maintaining the fabric of the church building as a historic centre and focus of life in the village.

What we achieved and how we affected beneficiaries' lives

Over view of the year with Covid

The Year started with high hopes as we welcomed our new Rector at his Induction service on 18 January, a service attended by over 124. But before he had barely settled in the whole pattern of church work in the community was changed in March by the Covid19 lock down restrictions when all services stopped, church buildings locked, and all personal contacts severely restricted. Within the Church building we were instructed to remove all paper service sheets, hymn book and bibles. On 19th July the Church was allowed to be opened for private prayer and public Worship subject to the governments social distancing rules, which restricted attendance at any one service to a

maximum of 30. In November the nation entered a second period of lockdown and in December the Church reopened for private prayer and public worship as before the second lockdown. We are most grateful to our members for their help and support by complying with these legal restrictions most of which remained in place at the end of the year.

Attendance at worship

The church family welcomes visitors from in and outside the parish. All attend by personal choice and it is our great pleasure to welcome those from all walks of life and we contend that this voluntary attendance to worship the Lord Jesus Christ is major public benefit. Unfortunately, lockdown stopped all church services in the middle of Lent. As an alternative the Rector started on 29th March from the rectory 2 daily live stream services a daily eucharist and a daily service of prayer and reflection at a difficult time for all. These services were well advertised on the website, via Pastoral letters and CD copies of the services which were readily available from the Rectory during the first lockdown. These alternatives to services in Church were appreciated increasingly by parishioners. In view of the very restricted numbers allowed at services these have continued after lockdown for the rest of the year, which also helped those having to self-isolate at home.

When worship in church was permitted in July the pattern of services had to take account of the severe limits imposed, particularly on numbers able to attend, and the Rector introduced 3 mirror services on a Sunday morning 8.00, 9.30 and 11.00am to promote and encourage attendance while maintaining government guidelines on social distancing, and on Wednesday the Church was opened for private prayer. At the start of September midweek services were restarted on Wednesday and Thursday mornings at 10am and by early October a time of quiet prayer and biblical reflection was introduced on a Wednesday at 9.30am.

It is pleasing the attendance at the services steadily picked up and the average weekly attendance, counted during October, was 72 which was the same as last year. The number of members on the electoral role increased by 5 being 125 at the end of the year. All of the special services associated with the church festivals were so seriously affected by the pandemic rules and none were possible.

“Your call keeps me in touch with the Church.” PJ

Teaching, baptising and nurturing new and existing believers

The 2 study groups set out in the new year with well-prepared plans but the lock down stopped any meetings, even in private houses, and this remained the position at the end of the year. We have to look forward to when it is possible to join together for teaching, sharing our faith in

prayer, and encouraging new believers.

When lock down started in March the Rector and Church Wardens made weekly telephone calls with all church members as they settled into the isolation it imposed. Contact had to be by phone and they divided the job between them and this has continued for the rest of the year with the intervals between calls varied as the rules changed. By October the Pastoral team took over the responsibility of maintaining contact with those who were self-isolating.

Provision of the church building for people to enjoy

We celebrated 1 baptism and 12 funerals this year most of which were held in the churchyard as required by the lockdown rules, the Rector also officiated at 9 services at the crematorium showing the church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving.

It was a great disappointment to us that the Church was ordered to be closed for 5 months, so it was not available as a calm space for individual prayer, worship and reflection for parishioners and visitors. We look forward to the time when the church can be open again so that all can enjoy its peacefulness and sense of history thanks to the 12th and 13th century wall paintings once again.

The music groups who train in the church started the year with enthusiasm but could not continue after lock down and are having a long time to wait for the relaxation of the rules relating to music and singing

“Always a lovely lunch with the bonus of meeting up with old and new friends.”

VB 19

The church hall has been affected in the same way with most of the clubs using it deciding that social distancing imposed in March really made meetings impractical.

The monthly friendship lunches in the church hall also had to stop, which was a great disappointment as they were made almost more important by the need for many regulars living alone to self-isolate. Contact was kept during the rest of the year and the team delivered during December a pack of mince pies they had made to add some Christmas cheer to those on their own.

The work of the Community, Charitable and Social Committee was effectively stopped by lockdown which was particularly disappointing as they had been helping the High Sherriff, who had kindly made St Mary's the beneficiary of his Charitable Open Gardens event in the village in June. Unfortunately, it had to be cancelled due to the uncertainty of the restrictions that would be in place, but it is hoped to hold it once such events are possible.

Provision of pastoral care for people living in the parish

The Pastoral Team commissioned at the end of last year have this year found themselves very busy helping to meet the increased need for pastoral support created by the isolation of lockdown particularly for those in self-isolation. Each member of the team had a small number of people to contact who it was felt would benefit from having a phone call or email to check all was well and ensure that they got any help they needed, whether pastoral or practical.

"Bringing the mince pies made me feel part of our community." DM

Provision of tangible support to the poor and those in need of help with Lockdown

Our ability to help the Chichester Diocesan Family Support Work was stopped by lockdown as the weekly donation by members of boxed or tinned food to be distributed to those in need as the normal collection had been at

"The call you make really makes me feel remembered." CW

services which ceased in March. During the national lockdown the Rector made available a box outside the rectory for food and provisions, which received weekly many generous donations from members of the Church community and Village. This enabled the Rector to deliver very nearly 200 food parcels in our parish and some villages surrounding it, for six months. When Church reopened food was again collected for Family Support Work Cash donations to church

charities are collected at nominated activities which could not be held except for the first 3 Lent lunches in early march and £413 was sent to Christian Aid and Family Support Work

Communications

We have published a parish magazine for many years that was widely read by parishioners, but we reluctantly had to stop publication in April due to it not being possible to print copies and of course much of the content about village life stopped as all clubs and societies ceased to hold meetings or seek support for various events. Our web site has been a vital way to communicate with members and others in the village needing help and during the year our St Mary's website has been steadily improved and kept right up to date and has proved to be a valuable help line for many parishioners.

Other charitable giving

During the year lockdown provisions stopped Church members from virtually any collective response to other charitable calls and the only one possible was from those attending the Lent Lunches. With the Rector's encouragement via the live streaming services we were able to encourage members to make donations to Christian Aid week and the Poppy Appeal.

Maintaining the fabric of the church building as a historic centre and focus of life in the village

An inspection was carried out in September by the church Architect so as to prepare the required quinquennial report on the fabric of the building and at the end of the year the written report was awaited.

The repointing of the masonry wall adjoining Church Street has been on hold during the year but it is hoped that it will be able to get it underway again in 2021.

Financial Review

Incoming and outgoing resources

The total receipts on general unrestricted funds were £110,792 and are detailed in the Financial Report. This is a decrease from 2019 but the legacy and one-off donation we received rather hides the drop in regular donations of 16% that resulted from the periods without services.

The PCC was very grateful to receive a legacy of £50,000 from the estate of Moira Ryan, who lived in the village for a number of years and enjoyed the church, which she sketched many times. In accordance with PCC policy relating to unrestricted legacies this sum was divided equally between the General and Restoration Funds

Sharing the ministry costs of the Diocese of Chichester

The largest expenditure of the PCC was the sum of £67,273 paid to the diocese for our share of all churches' Parish Ministry Costs. This PMC covers the housing, stipend and pension costs of the clergy, and a standard sum for diocesan central costs, clergy training and a contribution to national church funds. This year our contribution increased by 14% on the previous year to meet the costs allocated to us. It is also important to note that approximately 80% of the PMC relates directly to the clergy costs of this parish, the remainder being the shared costs of the Christian family throughout the whole Church of England, including helping churches less able to manage than ourselves.

Staff costs

The PCC pays for a secretary to assist the Rector in the church office located at the Rectory, a cleaner for the church hall and new vestry and an organist.

Further details are provided in the notes to the accounts.

Trustee payments and expenses

We pay Council, Water, and Environmental rates for the Rectory and electricity to heat the parish office.

Mrs Brenda Bull, who is also a trustee, received £3987 for duties as parish Secretary.

There were no other payments to persons related to or connected to, the current trustees.

Repairs to the fabric of the church building

The retention under the contract for the new church central heating boilers completed last year was paid. No other major work was carried out during the year.

Repairs to the Church Hall

No major repairs have been required to the Church Hall in 2020.

“Fascinating wall painting, lovely church, thank you for keeping it open

KR Aug 19

Why we hold some money in reserve

It has been PCC policy to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately three months' worth of unrestricted payments as contingency against unforeseen situations. The totally unexpected impact of Covid has forced careful consideration of future finances and a reserve of about 6 months income will be retained. As we face significant repair costs to the buildings which are our responsibility, part of the reserve will be held in a Designated Building Fund. The closing balance of this year is in line with this policy.

It is PCC policy to invest surplus funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay larger bills.

As well as holding the above general reserves, from time to time the PCC receives restricted legacies for expenditure on purposes defined by the donor. We aim to expend such money as soon as possible after receiving the legacy, depending on the specific objectives of the donor. Where we have identified that the specific purpose can only be achieved by delaying the expenditure, we invest the legacy temporarily until such time as the need for appropriate expenditure is identified.

Footnote

Our report above sets out a valuable support to the parish during a year of significant changes in individual freedoms and we would wish to thank our Rector, Church Wardens, and PCC Officers for the way they have steered us through three lockdowns and many changes to the regulations. Also, a thank you to our members for their steady support in spite of the ever-changing situation, which unfortunately continues into 2021. Thankyou.

Structure, governance, and management of the charity

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

Ex Officio members

Incumbent:	Revd. Stephen Merriman	Chairman
Wardens:	Mrs Diane Bennett	
	Mrs Pam Wells	

Elected Members

Mr John Brocklebank	
Mrs Brenda Bull	Treasurer
Mrs Andrea Carlson-Hedges	(from Sept 2020)
Mr Ian Carlson-Hedges	(until Sept 2020)
Mrs Ann Chapman	(from Sept 2020)
Mr Clive Cole	
Mr Ed Cole	(until Sept 2020)
Mrs Mel Cole	(until Sept 2020)
Mr Nick Foster	
Mrs Fiona Hardy	PCC Secretary
Mr Jim Latter	(until Sept 2020)
Mrs Alison Littleboy	
Mrs Vanessa Llambias	
Ms Jocelyn Mountain	
Mrs Jenny Neal-Smith	
Mr Robert Neal-Smith	
Mrs Claire Roake	(from Sept 2020)
Mrs Penny Wilson	(from Sept 2020)

Deanery Synod

Ms Diane Bennett
Mrs Pam Wells
Mrs Brenda Bull

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 12 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

During the year the PCC reviewed both their Safeguarding policy, Mrs Andrea Carson-Hedges was appointed as Safeguarding Officer from 11 January 2020, and their policy under the General Data Protection Regulations, both of which are available in the church porch.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Revd. Stephen Merriman, Chairman

signed

Dated

Annual Financial Report

of

The Parochial Church Council of the Ecclesiastical Parish of

St Mary's Church, West Chiltington

Faithful Hopeful Joyful Prayerful

St Mary's Church, Church Street, West Chiltington, RH20 2JW

Registered Charity no. 1138034

For the year ended 31 December 2020

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Statement of Financial Receipts and Payments

Statement of Financial Receipts and payments

Summary of Financial Receipts and Payments								
	<i>Unrestricted</i>			Restricted	Endowment	Total all	Total all	
	General	Building	Hall	Fund	fund	Funds 2020	Funds 2019	Notes
	Fund	Fund	Fund	Fund				
Income from								
Donations and legacies	98532	0		25736		124268	126394	
Charitable activities	5110					5110	8764	
Other trading activities	5916		2461	0		8377	19956	
Investments	384			647		1031	1107	
Other receipts	850		1296			2146	736	
Total received	110792	0	3757	26383	0	140932	156957	3
Expenditure on								
Cost of raising funds	0					0	0	
Charitable costs	95794		1550	1496		98840	132242	
Trading costs	1677		3745			5422	7885	
Other payments	263		0			263	2168	
Total paid	97734	0	5295	1496	0	104525	142295	5
Reconciliation of funds								
Net income or (expenditure)	13058		-1538	24887		36407	14662	
Transfers between funds	-4500	4500				0	0	
Net movement of funds	8558	4500	-1538	24887		36407	14662	
Bank accounts at 1 January 2020	56092		3231	58945		118268	103606	
Bank accounts at 31 December 202	64650	4500	1693	83832	0	154675	118268	A&L

Statement of Assets and Liabilities

Statement of Assets and Liabilities

	<i>Unrestricted</i>		Restricted Funds	Endowment Funds	Total all Funds 2020	Total all Funds 2019
	General fund	Designated Funds				
	£	£		£	£	£
<u>Assets</u>						
Bank current account	64650	6109	53800		124559	88279
CBF Deposit fund		84	30032		30116	29989
Chancel Deposit account				0	0	0
Bank and deposit accounts	64650	6193	83832	0	154675	118268
Float for Choir Wedding Fees	0				0	0
Tradecraft stock & float	0				0	0
Debtors	0	0	0	0	0	0
CBF Francis Charity (407)				324	324	324
CBF Investment Fund Shares (970)			4400		4400	4400
Diocesan Fixed Interest Fund	800				800	800
Investment assets at Cost	800	0	4400	324	5524	5524
Kensington Memorial Church Hall at cost		4612			4612	4612
Total Assets	65450	10805	88232	324	164811	128404
<u>Liabilities</u>						
Gas / Elec used since last bill (est.)						847
Gas / Elec used for Rectory (vacant)						600
New Heating system costs						1000
Magazine printing/advertising costs	3500				3500	0
Repairs to Path through churchyard			9240		9240	
Total Liabilities	3500	0	9240	0	12740	2447

This Financial Report for the year ended 31st December 2020 including the notes following, was approved by the PCC and signed on their behalf by The Revd Stephen Merriman, Chairman

Signed

Dated

Notes to the Financial Report

1 The financial statements of the PCC have been prepared in accordance with the Charities Act 2011 and current Church Accounting Regulations, using the Receipts and Payments basis.

2 The following assets are recognised but not valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC, which require a faculty for disposal.

3 Analysis of total received:							
	<i>Unrestricted</i>						
	General fund	Building Fund	Hall Fund	Restricted funds	Total all Funds 2020	Total all Funds 2019	Notes
Regular giving (excl tax refunds)	37772				37772	40590	
Regular giving (no tax refunds)	6588				6588	8058	
Loose cash collections (GASDS)	3454				3454	9370	
Donations (excl tax refunds)	2800			200	3000	785	
Donations (no tax refunds)	9680			536	10216	3424	
Church Concerts	0				0	0	
Gift Aid recovered	11538				11538	12467	10
Legacies	25000			25000	50000	50000	4
Grants	1700				1700	1700	
Donations and legacies	98532		0	25736	124268	126394	
Fees (PCC proportion only)	5110				5110	8764	
Charitable activities	5110	0	0	0	5110	8764	
Special Fund Raising	0			0	0	0	
Church and hall hiring fees	135		2461		2596	5558	
Tradecraft	0				0	561	
Other trading receipts	152				152	997	
Other misc receipts	1056				1056	1905	
Magazine advertisement fees	1320				1320	8395	
Magazine sales	3253				3253	2540	
Other trading activities	5916	0	2461	0	8377	19956	
Bank and CBF deposit interest	150			91	241	341	
CBF investment fund dividend	234			556	790	767	
Investments	384	0		647	1031	1108	
Other receipts	850		1296		2146	736	
Total received on all funds	110792		3757	26383	140932	156958	

4 Legacies were a bequest from the estate of the late Mrs Moira Ryan.

Notes to the Financial Report

5 Analysis of total paid

	<i>Unrestricted</i>			Restricted funds	Total all Funds 2020	Total all Funds 2019
	General fund	Building Fund	Hall Fund			
Special appeal fundraising expenses						
Other appeal expenses						0
Cost of raising funds						0
Charitable grants and donations	1,144				1144	1895
Parish contribution	67,273				67273	59000
Salaries, honoraria incl NI	6,207				6207	5305
Clergy and others' expenses	4,973				4973	5046
Rectory redecoration					0	0
Service running costs	2119				2119	1920
Insurance	1681		819		2500	2446
Church water, gas, & electricity,	3932		731		4663	4724
Office running costs	2191				2191	3618
Churchyard maintenance	4635			510	5145	4500
Accounting and examiner's fees					0	0
Legal & professional fees					0	0
Churchy maintence & redecoration	1639			986	2625	1654
New building works					0	42134
Charitable costs	95794		1550	1496	98840	132242
Special event costs, etc.					0	0
Hall Salary and honoraria			2322		2322	2400
Hall maintenance and redecoration			1052		1052	885
Magazine printing & bookstall costs	1677				1677	4385
Tradecraft stock purchase	0				0	91
Other trading costs			371		371	124
Trading costs	1677		3745	0	5422	7885
Other misc payments	263				263	2168
Total paid on all funds	97734		5295	1496	104525	142295

6 Charitable grants and donations were made to 3 charities during the year of which the largest were to Christian Aid and Chichester Diocesan Association for Family Support Work.

7 The Parish share to the Chichester Diocese is for the payment of Clergy and other central costs. The full cost of parish ministry amounts to approximately £67273.

Notes to the Financial Report

- 8 The church hall is on a freehold property also used as a church car park which is owned by the PCC adjoining the church and cost £4,612 to build.
- 9 The Restricted fund represents accumulated donations and appeals for the maintenance of the church building.
- 10 Gift Aid is recoverable on donations received up to year end, the last claim was submitted on 15th December 2020 covering donations to that date.

11 Payments to PCC employees:

	2020	2019
	£	£
Wages, salaries and honoraria	8529	7405
Employer National Insurance	0	0
	8529	7405

12 Payments to PCC members

Mrs Brenda Bull £3987 for Secretarial support to the Rector

13 Transactions with persons related to PCC members:

No payments were made to a relative of a PCC member

14 Transactions with related charities:

There are no related charities

15 Statement of funds:

Endowed funds are required by the donors to be invested and the income spent on specific objectives

The Francis Charity is an endowment invested in CBF Investment Fund shares, with the income to be spent on churchyard maintenance.

Restricted funds are not invested permanently but are to be spent within reasonable timescales

The longstanding Restoration Fund is invested in CBF Investment Fund shares with the income to be spent on the fabric of the Church.

The other restricted funds comprise:

The Church Restoration fund is to be spent on the fabric of the church and as longstanding PCC policy receives half of any Legacies received

The Richard Legacy fund is to be spent on the organ and Audio-visual improvements in the church.

The Church IT Fund is to be used towards installation of audio / visual equipment in the church

Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides

The investment in the Diocesan Fixed Interest Fund is a long standing unrestricted one with income going to the General Fund.

The General Fund receives the normal church income to cover the day-to-day activities of the Church.

The Hall Fund is used to cover the running of the hall as a designated fund to clearly identify the finances of this important outreach activity

The Building Fund is to help cover the cost of major repairs to church property.

The summary of all funds appears on the next page

Notes to the Financial Report

16 Summary of funds

Fund income and expenditure and final balances are as follows:

	Balance b/f 1 Jan 2020	Income	Expenditure, Transfers, other Gains & Losses	Balance c/f 31 Dec 2020
F S Francis Charity	324			324
Total of all endowment funds	324	0	0	324
Resoration Fund Investment at cost	4400			4400
Church Restoration Fund	52815	26383	-1496	77702
Richards legacy	5130			5130
Church IT Fund	1000			1000
Total all Restricted Funds	63345	26383	-1496	88232
Diocesan Fixed Interest Fund	800			800
General fund	56092	110792	-102234	64650
Designated Building Fund	0	0	4500	4500
Designated Church Hall Fund	3231	3757	-5295	1693
Total all unrestricted funds	60123	114549	-103029	71643
Total Funds	123792	140932	-104525	160199

17 Market value of investments @ 31st December 2020

The market value of shares shown in the Statement of Assets and Liabilities at cost is as follows:

	Number held	Original cost	2019	2020
CBF Francis Charity	407	324	7784	8322
CBF Restoration	4400	4400	18552	19833
Diocesan Fixed Interest Fund	713	800	1168	1209
		5524	27504	29364

Independent Examiner's Report to the PCC of St Mary's Church, West Chiltington for the Year Ended 31st December, 2020

Section A

This is my report to the Parochial Church Council of the Ecclesiastical Parish (PCC) of St Mary West Chiltington on the annual report for the year ended 31st December 2020 set out on pages 11 to 16

Respective responsibilities of trustees and examiner

The PCC members are responsible for the preparation of the annual reports. The PCC members consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the Charities Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
3. to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- a. accounting records were not kept in accordance with section 130 of the Charities Act; or
- b. the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Examiner's signature

.....
.....

Examiner's name CAPITALS

7 Curbey Close, West Chiltington, RH20 2HU

Address

Relevant professional Qualification or body

.....

Dated

Only complete if the examiner needs to highlight material problems for *example*:

- accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts;
- any material expenditure or action which appears not to be in accordance with the trusts of the charity;
- any failure to be provided with information and explanations by any past or present trustee, officer or employee; and
- any material inconsistency between the accounts and the trustees' annual report.

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