

**REPORT OF THE DIRECTORS/TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019
FOR
CITIZENS ADVICE AYLESBURY VALE**

CITIZENS ADVICE AYLESBURY VALE

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CITIZENS ADVICE AYLESBURY VALE

**GENERAL INFORMATION
for the Year Ended 31 March 2019**

DIRECTORS / TRUSTEES:	Mr G Hawking - Chair	
	Mr J Beckerleg - Treasurer	
	Mr N A E Coulson	
	Mrs Patricia Chadwick	Appointed 25.10.18
	Mrs D S Davis	
	Ms Poonam Gupta	Appointed 25.10.18
	Mrs J M Mordue	
	Mr L C Renshell	
	Mr A J Sangster	
	Ms L A Walton	
	Ms K Warner	Appointed 25.10.18 Resigned 17.1.19
COMPANY SECRETARY:	Mr N A E Coulson	
CHIEF OFFICER:	Mr R Wiltshire Mrs C King	Resigned 28 February 2019 Acting from 1 March 2019
REGISTERED OFFICE:	2 Pebble Lane Aylesbury Buckinghamshire HP20 2JH	
COMPANY REG NUMBER:	06693405 (England and Wales)	
CHARITY NUMBER:	1126825	
INDEPENDENT EXAMINER:	M L Clark FCA ECL Howard Watson Smith LLP Chartered Accountants ECL House Lake Street Leighton Buzzard Bedfordshire LU7 1RT	
BANK:	CAF Bank Limited West Malling, Kent	
WEBSITE:	www.aylesburyvaleadvice.org.uk	

CITIZENS ADVICE AYLESBURY VALE

REPORT OF THE DIRECTORS / TRUSTEES for the Year Ended 31 March 2019

The Trustees present their report and accounts for the year ended 31 March 2019 which also meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Citizens Advice Aylesbury Vale was incorporated on 10 September 2008 as a private company, limited by guarantee, and commenced operations on 1 April 2009, when it took over the operations of the previous unincorporated charity. On 8 March 2017 by extraordinary resolution the name was changed from Aylesbury and District Citizens Advice Bureau following the merger with Buckingham, Winslow and District Citizens Advice Bureau on 1 April 2017. Its company number is 06693405 and its registered charity number is 1126825.

The charitable company was established under a Memorandum of Association which set out the objects and powers, and is governed under its Articles of Association. It is a member of the national association of Citizens Advice Bureaux (Citizens Advice) and is subject to regular quality audits as part of its membership requirements.

The Trustees who were members of the Board during the period covered by these accounts were recruited by advertising vacancies through a specialist website and through personal contact, and all were interviewed by existing members of the trustee board. New trustees were informed about their role and were given detailed information about the organisation. They also received formal induction training from Citizens Advice.

PRINCIPAL ACTIVITY

The principal activity of the company in the period under review was the operation of a Citizens Advice Bureau with offices in Aylesbury and Buckingham. Citizens advice bureaux give free, independent and confidential advice to members of the public and are in a unique position to be able to campaign for change when social injustices arise.

The Trustees have had regard to the guidance published by the Charity Commissioners on public benefit and believe that the activities of the charity as outlined in the report are for the public benefit.

DIRECTORS AND TRUSTEES

The following served as directors and trustees of the company during the year and up to the date of this report.

Mr G Hawking - Chair

Mr J Beckerleg - Treasurer

Mr N A E Coulson

Mrs Patricia Chadwick - Appointed 25.10.18

Mrs D S Davis

Ms Poonam Gupta - Appointed 25.10.18

Mrs J M Mordue

Mr L C Renshell

Mr A J Sangster

Ms L A Walton

Ms K Warner - Appointed 25.10.18; Resigned 17.1.19

CITIZENS ADVICE AYLESBURY VALE

REPORT OF THE DIRECTORS / TRUSTEES for the Year Ended 31 March 2019

OBJECTIVES AND ACTIVITIES

The charity's objectives are to promote any charitable purpose for the benefit of the community in Aylesbury Vale (the area of benefit) by the advancement of education and preservation of health and the relief of poverty, sickness and distress. Specifically in this charity's case these objects are promoted by the provision of advice and information and (where feasible) action to address social injustices.

SIGNIFICANT ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

The activities of the Charity have, as in previous years, been based on the provision of generalist advice and information, including limited casework and specialist services.

The merger between the Citizens Advice Aylesbury and District and Buckingham, Winslow and District Citizens Advice Bureau was successfully implemented on 1 April 2017 and so the area covered by the Charity was the whole of Aylesbury Vale.

The merger enabled a three year service level agreement to be concluded with Aylesbury Vale District Council in 2016/17. This was due to cover the period up until 31 March 2020 but with a reducing contribution. In 2018/19 the SLA was revised for three years up to 31 March 2022 and the funding contribution has been protected at the 2018/19 level.

For some time, the Board has recognised the importance of reducing our reliance on grant funding and increasing our long term sustainability. A funding manager was appointed to explore other sources of income but, with some notable exceptions, additional fundraising has been difficult to secure. The fund raising manager has left the organisation and, at this stage, there is no plan to re-appoint to the role.

In addition to seeking funding for specific projects in line with our objectives and to deliver public benefit, fundraising is actively pursued to provide additional funds for the core service.

Looking ahead there are changes in the structure of local government in Buckinghamshire, leading to the creation of a unitary council in 2020. The Board is considering how it should respond to this change to best protect the interests of its clients.

In the year to 31 March 2019 the Bureau has employed 13.8 (2018: 16) full and part time staff and engaged 50 volunteers (2018: 70). Over 3,754 (2018: 4,000) individual clients have been advised or given information on in excess of 13,266 (2018: 11,000) individual issues and there have been over 3959 (2018: 6,000) cases generated.

Funders for the organisation include BACAB (Buckingham Area Community Advice Bureau) which is a friends group that donated £25,000 towards a home visiting service in the north of the district for 2018/19. There were also funds from Winslow and Steeple Claydon parish councils to provide an outreach service in those two locations.

The Heart of Bucks provided funding to support younger people to volunteer with us to improve their employability.

CITIZENS ADVICE AYLESBURY VALE

REPORT OF THE DIRECTORS / TRUSTEES for the Year Ended 31 March 2019

FINANCIAL REVIEW

At the year end (31 March 2019) there was a surplus of income against expenditure of £30,327 (2018: deficit £25,114). This was mainly the result of a significant bequest, income received in relation to 2019/20, offset by one-off costs incurred in a staff restructuring.

The Trustees have a strategy on reserves which involves holding unrestricted funds not committed or invested in tangible fixed assets of between 3 and 6 months of expenditure, resulting in a target range of £85,000 and £170,000 in general funds. The reserves are needed to meet the working capital requirements of the charity and the Trustees are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in funding. The actual figure at 31 March 2019 of £219,947 (2018: £177,924) is slightly above this range but the Trustees consider this prudent given the uncertainties around future funding and that some of this relates to planned spending in 2019/20.

The balance of all funds at 31 March 2019 was £225,426 (2018: £195,099).

Whilst the company has adequate reserves in the short term there is a need to plan for the future and secure ongoing funding. Local government in Buckinghamshire, which was subject to review, will change in 2020 to become a single unitary authority. This will mean that CAAV will need to develop new relationships with elected councillors and officers and work through future funding once the current service level agreement (SLA) expires.

In the short term CAAV has been helped by a decision to maintain the current level of funding by Aylesbury Vale District Council (it was due to reduce over time) and extend the SLA until 2021/22.

Looking slightly beyond 2018-19 the CAAV has been successful in attracting Big Lottery funding in collaboration with the two other Citizens Advice organisations in Buckinghamshire. This provides a measure of sustainability over the next three years.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

John Beckerleg
Honorary Treasurer
23 October 2019

CITIZENS ADVICE AYLESBURY VALE

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
for the Year Ended 31 March 2019

	Unrestricted Funds	Restricted Funds	TOTAL	2017/18
Note	£	£	£	£
INCOME AND EXPENDITURE				
Incoming Resources				
Incoming resources from generated funds:				
Grants	202,050	105,971	308,021	294,641
Donations and fund raising	44,279	5,390	49,669	13,604
Voluntary income total	5 246,329	111,361	357,690	308,245
Investment income	1,299	-	1,299	1,166
Incoming resources from charitable activities	5 10,535	-	10,535	11,770
Total Incoming Resources	258,163	111,361	369,524	321,181
Resources Expended				
Charitable activities				
Payroll	6 157,054	96,755	253,809	252,379
Support costs	6 53,268	29,425	82,693	92,135
Charitable activities total	210,322	126,180	336,502	344,514
Governance costs	7 1,830	865	2,695	1,781
Total Resources Expended	212,152	127,045	339,197	346,295
Net Income /Expenditure	46,011	(15,684)	30,327	(25,114)
Transfers between Funds	(3,988)	3,988	-	-
Net Movements in Funds	42,023	(11,696)	30,327	(25,114)
Total Funds Brought forward	16 177,924	17,175	195,099	121,306
Funds from merger				98,907
Total funds carried forward	219,947	5,479	225,426	195,099

CITIZENS ADVICE AYLESBURY VALE

COMPANY REG NUMBER: 06693405 (England and Wales)

**BALANCE SHEET
31 March 2019**

	Notes	31.3.19		31.3.18	
		£	£	£	£
FIXED ASSETS					
Tangible assets	8		-		-
CURRENT ASSETS					
Debtors	9	52,450		36,261	
Cash at bank and in hand		<u>192,437</u>		<u>203,411</u>	
		244,887		239,672	
CREDITORS					
Amounts falling due within one year	10	<u>19,461</u>		<u>44,573</u>	
NET CURRENT ASSETS			<u>225,426</u>		<u>195,099</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>225,426</u>		<u>195,099</u>
THE FUNDS OF THE CHARITY					
Unrestricted funds:	16				
- designated			14,000		14,000
- general reserve			205,947		163,924
Restricted funds	16		<u>5,479</u>		<u>17,175</u>
			<u>225,426</u>		<u>195,099</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

(a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 23 October 2019 and were signed on its behalf by:

John Beckerleg
Honorary Treasurer

CITIZENS ADVICE AYLESBURY VALE

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 March 2019

COMPANY STATUS

Citizens Advice Aylesbury Vale is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office can be found on the company information page. The presentation currency of the financial statements is Pound Sterling (£).

1 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation and uncertainty in the preparation of the financial statements are as follows:

Accounting convention

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with: the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015); Charities SORP (FRS 102); the Charities Act 2011; and the Companies Act 2006. The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS102 Section 1A.

Preparation of the accounts on a going concern basis

With the level of reserves held at 31 March 2019 and a funding agreement until the end of 2021/22 secured from Aylesbury Vale District Council (AVDC) it is appropriate to prepare the accounts on a going concern basis.

Recognition of income and expenditure

All incoming resources are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy and all performance criteria have been met.

Expenditure is recognised on an accrual basis as a liability is incurred. Irrecoverable VAT is charged against the activity for which the expenditure was incurred.

Allocation of Support Costs

Support costs are those functions which support the charity in carrying out its main activities. Accordingly each funded activity has to bear a proportion of these support costs to reflect the full cost of undertaking the work.

Pension contributions

The charity operates a defined contribution pension scheme. Contributions payable to the scheme are charged to the Statement of Financial Activities in the period to which they relate.

Tangible fixed assets

Fixed assets are stated at cost and written down in full in the year of acquisition.

Debtors

Debtors and prepayments are recognised at the settlement amount due or paid.

Creditors

Creditors and provisions are recognised where the charity has an obligation which will result in the transfer of funds to a third party and the amount can be measured or estimated with reasonable accuracy. Deferred income is income received in advance of the associated work being performed.

Operating Leases

Rentals payable under operating leases are charged on a straight line basis over the term of the lease.

CITIZENS ADVICE AYLESBURY VALE

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 March 2019

1 ACCOUNTING POLICIES - continued

Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments and as such are recognised in accordance with the debtor and creditor notes above.

Restricted Funds

Funding received for a particular project is kept in a restricted fund and spent on salaries and associated costs relating to that project. In addition support costs are allocated as noted above.

2 FUNDS

Aylesbury Vale District Council

AVDC provides the core funding for the advice service under a three year service level agreement. This was renewed in 2018/19 and will now apply from 2019/20 to 2021/22. This continues to be treated as unrestricted this year.

Reaching Communities - The Big Lottery

This was a project initially run by Buckingham, Winslow and District CAB to deliver financial capability training across Aylesbury Vale. It continued in 2018/19.

Young Volunteers

The Heart of Bucks provided funding to support younger people to volunteer with us to improve their employability.

National Energy Foundation

The Foundation provided £3,150 support for the CAAV in 2018/19 (2017/18: £5,400)

Buckingham Area Community Advice Bureau

BACAB generously provided support for the charity's Home Visiting scheme.

Local Area Fora (LAF)

Several LAFs provided support for advice sessions in GP surgeries

Support of local councils

A number of local councils (town and parish) have also provided funds which in turn has enabled outreach services to be established in various locations.

Unrestricted Funds

Other material grants and funds received are unrestricted as to purpose and have been used to provide the Core Services as well as to help build reserve levels.

3 OPERATING SURPLUS

	31.3.19	31.3.18
	£	£
The net incoming resources is stated after charging:		
Depreciation - owned assets	-	5,073
Accountants - independent examination	2,580	1,500
Accountants - bookkeeping and payroll services	702	600
Operating lease rentals	28,017	25,300
Directors'/trustees' emoluments and other benefits etc	-	-
	<u> </u>	<u> </u>

No travelling expenses were paid to trustees during the year (2018: none). No trustee received any emoluments, benefits or expenses during the year (2018: none).

CITIZENS ADVICE AYLESBURY VALE

**NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31 March 2019**

4 TAXATION

The company is a registered charity and is exempt from corporation tax.

5 INCOME

	31.3.19	31.3.18
	£	£
Grants and donations		
<u>Unrestricted</u>		
Aylesbury Vale District Council - Core Advice Service	142,500	150,000
Other including fund raising activities	59,550	29,550
	202,050	179,550
 Donations and fund raising	 44,279	 12,504
<u>Restricted</u>		
Winslow Town Council	2,000	2,000
Young volunteers (William Harding)	-	12,500
Young volunteers (Aylesbury Town)	-	1,000
Young volunteers (Heart of Bucks))	5,000	10,000
National Energy Foundation	3,150	5,400
Buckingham University - outreach	4,500	4,500
Steeple Claydon Parish Council - outreach	750	1,250
Specific private donation	225	1,100
Reaching Communities Project	47,058	53,441
Home visiting	30,165	25,000
Local Area Forum GP surgeries advice	11,920	
Universal Support	6,593	
	111,361	116,191
 Total voluntary income	 357,690	 308,245
Charitable Activities (unrestricted)		
Sublet of office space on 5 year lease	10,000	10,000
Income from room hire	535	1,760
Other income	-	10
	10,535	11,770
6 CHARITABLE ACTIVITIES		
(A) STAFF COSTS		
	£	£
Salaries	227,491	228,022
Social security costs	13,582	12,019
Other pension costs	12,736	12,338
	253,809	252,379

The average monthly number of employees during the period was 13.8 (2018: 16).

No employee was paid in excess of £60,000 during the year (2018: none).

Key management personnel received a total employment benefits of £48,946 (2018: £46,792).

There was one redundancy payment during 2018/19 totalling £3,670 (2018: none) which was fully charged to the SOFA for the year.

CITIZENS ADVICE AYLESBURY VALE

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2019**

6	CHARITABLE ACTIVITIES (continued)	31.3.19	31.3.18
	(B) SUPPORT COSTS	£	£
	Rent, rates and water	26,251	26,499
	Insurance, heat, light and storage	9,047	9,159
	Cleaning, repairs and maintenance	8,551	9,260
	Recruitment, travel and training	11,712	11,080
	Telephone and information	11,560	12,164
	Stationery, equipment and office expenses	12,876	16,515
	Legal and professional fees	702	600
	Bank charges	60	120
	Web based services	-	214
	Sundry expenses	1,934	1,451
	Depreciation	-	5,073
		<u>82,693</u>	<u>92,135</u>
		31.3.19	31.3.18
7	GOVERNANCE COSTS	£	£
	Independent examination	2,580	1,500
	Trustee Expenses	-	130
	Other	115	151
		<u>2,695</u>	<u>1,781</u>
8	TANGIBLE FIXED ASSETS		
		Office equipment	Computer equipment
		£	£
	COST		Totals
	At 1 April 2018	16,576	13,275
	Additions	-	-
	Written Off	-	-
	At 31 March 2019	<u>16,576</u>	<u>13,275</u>
	DEPRECIATION		
	At 1 April 2018	16,576	13,275
	Charge for year	-	-
	Written Off	-	-
	At 31 March 2019	<u>16,576</u>	<u>13,275</u>
	NET BOOK VALUE		
	At 31 March 2019	<u>-</u>	<u>-</u>
	At 31 March 2018	<u>-</u>	<u>-</u>

CITIZENS ADVICE AYLESBURY VALE

**NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2019**

9 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.19	31.3.18
	£	£
Prepayments and accrued income	<u>52,450</u>	<u>36,261</u>

10 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.19	31.3.18
	£	£
Deferred income	-	25,500
Taxation and social security	4,876	4,618
Pension contributions	1,910	2,000
Staff holiday pay	1,798	4,737
Other creditors and accruals	<u>10,876</u>	<u>7,718</u>
	<u>19,461</u>	<u>44,573</u>

11 DEFERRED INCOME

	31.3.19	31.3.18
	£	£
Balance at 1 April 2018	25,500	6,580
Additions during the year	-	25,500
Amounts released to income	<u>(25,500)</u>	<u>(6,580)</u>
Balance at 31 March 2019	<u>-</u>	<u>25,500</u>

Income in 2017/18 was deferred in respect of funding received where the work on the underlying activities was not completed in the financial year. In 2018/19 there was no deferred income.

12 PENSION COSTS

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity contribution is restricted to the contributions disclosed in note 6 as 'Other pension costs'. The outstanding contributions at the year end are disclosed in note 10.

13 OPERATING LEASE

The Charity's total minimum lease payments under non-cancellable operating leases were as follows:

	31.3.19	31.3.18
	£	£
Within one year	22,785	19,550
Within one and five years	12,940	-
In more than five years	3,235	-

These relate to the lease of the company's offices in Aylesbury and Buckingham: In Aylesbury there is a 25 year lease expiring 18 May 2036 paying currently £11,500 pa. The rent payable is reviewed every 5 years with the next review due 18 May 2021. The lease is subject to a 6 month break clause which the company can exercise at any time. There is no long term lease for the Buckingham office for which the payment is £13,800 pa and so it could be terminated within 12 months.

In addition there is a 6 year operating lease from 1 July 2018 payable at £808.80 per quarter.

14 TAXATION

The company is a registered charity and is exempt from corporation tax.

CITIZENS ADVICE AYLESBURY VALE

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2019

15 RELATED PARTY TRANSACTIONS

None.

16 MOVEMENT OF FUNDS

	Balance b/fwd	Income	Expenditure	General subsidy	Balance c/fwd
	£	£	£	£	£
Restricted funds					
Quality Assurance	530	-	-	-	530
Reaching Communities	2,762	47,058	(50,278)	458	-
Home visiting	13,569	30,165	(39,191)	-	4,543
Winslow Town Council	-	2,000	(2,654)	654	-
Local Area Forum GP surgeries advice	-	11,920	(11,957)	37	-
Universal Support	-	6,593	(6,584)	-	9
Young volunteers (Heart of Bucks))	-	5,000	(5,795)	795	-
National Energy Foundation	-	3,150	(2,953)	-	197
Buckingham University	-	4,500	(5,373)	873	-
Steeple Claydon Parish Council	114	750	(2,035)	1,171	-
Specific private donations	200	225	(225)	-	200
	<u>17,175</u>	<u>111,361</u>	<u>(127,045)</u>	<u>3,988</u>	<u>5,479</u>
Unrestricted funds					
- designated	14,000	-	-	-	14,000
- general					
General Reserves	163,924	115,663	(37,868)	(35,772)	205,947
AVDC - Core Advice Service	-	142,500	(174,284)	31,784	-
	<u>177,924</u>	<u>258,163</u>	<u>(212,152)</u>	<u>(3,988)</u>	<u>219,947</u>
	<u>195,099</u>	<u>369,524</u>	<u>(339,197)</u>	<u>-</u>	<u>225,426</u>

The core service funded by the Aylesbury Vale District Council service level agreement was subsidised by £31,784 (2018: £9,671) and there were subsidies from General Reserves for a number of other projects.

The Trustees agreed to hold £14,000 in a designated reserve in case there was an extra rent payment due in respect of offices in Buckingham.

17 ANALYSIS OF FUNDS

	Bank and cash £	Net debtors / creditors £	Inter-fund balances £	Totals £
Restricted funds	(6,340)	11,819	-	5,479
Unrestricted funds				
- designated	14,000	-	-	14,000
- general reserves	184,777	21,170	-	205,947
At 31 March 2019	<u>192,437</u>	<u>32,989</u>	<u>-</u>	<u>225,426</u>
At 31 March 2018	<u>203,411</u>	<u>(8,312)</u>	<u>-</u>	<u>195,099</u>

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CITIZENS ADVICE AYLESBURY VALE**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2019 which are set out on pages five to twelve.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Signed:

M L Clark FCA
for and on behalf of:
ECL Howard Watson Smith LLP
Chartered Accountants
ECL House
Lake Street
Leighton Buzzard
Bedfordshire
LU7 1RT

27 November 2019