



Hereford Sea Cadets AGM 2023
Tuesday 11th July 2023 at 1930

Present: S Taylor (Chairperson), S Jones (Treasurer), E Drew (Commanding Officer), D Sissons (Secretary & Trustee), S Kilby (Trustee)

B Ward (Unit Staff), H Eastwood-Dunwell (Unit Staff)

Mr A Briscoe (Guest), Mrs S Taylor (Guest), Mrs J Thomas (Guest)

Apologies: I Kilby, P Brown

Chair: S Taylor

Welcome:

The Chairperson welcomed all to the AGM and described the format of the meeting.

Minutes of the last meeting:

The minutes of the 2022 AGM were adopted as a true and accurate record.

Chairperson Report 2022/2023

We come to the end of another successful year for the Unit and the Charity. We have continued to recover from COVID and the floods and in doing so have delivered a safe and functioning unit for the young people of Hereford and their Sea Cadet Corp instructors.

The annual year plan has come to an end so we look back on how we have conducted our charity business by looking at the balanced scorecard. We only have one Amber which is associated with WESTMINSTER admin; this is due to another change in the reporting requirements and general issues with the human interface which does not make the application very user friendly.

I would like to thank Sam Jones for the amazing HMS ANTELOPE and Jubilee celebratory dinner that she organised and run for the cadets and guests. This was money well spent by the charity for and on behalf of the cadets. Feedback has been super and all positive so again thank you Sam for all your efforts. The cadets at the dinner were exceptionally well turned out and all enjoyed themselves. The guests were equally impressed with the evening with the Admiral Wilcocks and Captain Tobin saying how great it was to have a Royal Navy

presence in a landlocked city. At the Dinner we presented all current enrolled cadets with a commemoration medal for the HM the Queen's Jubilee.

Another big event was the UMT securing a hiring for the unit. This is with the NHS who will utilise the unit as a training venue. This has delivered significant, and much needed income during year.

The new water front plans reached a momentous milestone in January when the funds were finally released by the central government grant. Since then, we have continued to support the survey requirements of the planning stages.

A thank you for all the cadets and adults that have engaged in community events, the church services at the cathedral and at Burghill Parish. Thanks to our Padre Phil Brown for supporting us throughout with much need moral compass. We are definitely getting out and about well done.

We have attended various fetes, where we show good community engagement at each event and raise much needed funds.

Due to changes within the GOOGLE corporation the unit lost its personal google email domain in August which caused a loss of a lot of information; this has taken us a long time to sort out but alas the majority of the lost information is lost.

We have again reluctantly paid the annual subscription for membership of the Sea Cadet Corp to the Marine Society following a letter from the CEO indicating that if we did not our instructors would not be paid any expenses.

Our Balanced Scorecard again looks healthy at the end of the year. Water based training will always suffer over the autumn and winter quarters purely due to our safety not allowing cadets on the water when the river is high and flowing fast. Our people remains YELLOW as we have struggled to recruit new volunteers for the Trustees; this is reflected across the majority of youth organisations.

WESTMINSTER Admin continues to be a challenge mainly due to constant changes of the software and the belief of the MSSC that the volunteers have a large amount of time in their personal lives to undertake training unlike the paid employees of the MSSC who do it as a job.

Please see appendix 1

Thank You

Mrs Taylor asked if the Chair had any further plans for the future following the outcome of the current scorecard.

- S Taylor confirmed that there is another scorecard for the coming year and advised the year for Hereford Sea Cadets future is looking bright.

Treasurer Report 2022/2023

I am pleased to present the Treasurer's Report and independently reviewed financial statements of Hereford Sea Cadets Management Committee for the year ended March 2023.

We started the year with a balance of £30,305.43 and ended the year with a £23,432.58. We generated £40,282.46 income and our expenses were £45,782.59; a full statement of accounts is attached to this report. As the accounts exceeds an income of more than £25,000, by law and in accordance with Charity Commission regulations the annual accounts have been independently verified by Mrs Debbie Chalk a local authority finance officer. I thank her for her time and diligence in reviewing the accounts.

Whilst the revenue generated and expenses look high, we had agreed that accounts for the Wyeside Project (a collaboration between the Sea Cadets, Rowing Club, Rugby Club and De Koffie Pot) funded by the Stronger Towns Project, would continue until a CIC (Community Interest Company) and bank account was in place for Vaga Marine; the income totalled £27,049 and expenses £29,656. Payments were only made once the funding has been transferred from Herefordshire County Council.

2022 was a very special year with the HM Queen Elizabeth II celebrating her 70 th Platinum Jubilee, Hereford Sea Cadets celebrating their 80 th year, and the commemoration of the sinking of HMS Antelope 40 years ago in the Falklands War. To celebrate and commemorate both Steve and I organised a formal dinner at De Koffie Pot; invited guests were Rear Admiral Philip Lawrence Wilcocks, Captain Nicholas Tobin, former veterans from HMS Antelope, Senior Officers from Southwest Area, former Unit CO's, staff, and cadets. I think we would all agree that the evening was a resounding success. Our special thanks go to Gary Waring from De Koffie Pot for the use of the facilities free of charge. The total expenses for the event were £2188.

Income

We received £3223 in donations, £814 was from the Duck Race, The Left Bank and The Masons, and Cadet subs income was £2409, an increase of 33% from 2021/2022.

Fundraising generated £300, and Unit hire generated £9458 of which the NHS rental contribution was £8238. Grants income was all attributed to Wyeside Project, and costs of £251.91.

Expenditure

The Charitable Activity expenses was £32,525, of which £29,656 was associated with the Wyeside Project. The additional £2869 included the Celebration dinner and course fees and travel.

Our Operating Expenses for the period was £7007. In addition to stationery, new kettles, extension leads, doorbells and cleaning equipment, our biggest expenditure was for the Unit cleaner which we had to increase to 4 times a week to accommodate the needs of the NHS. We identified that we had an issue with our solar panels and called Caplor Energy to investigate, it appeared that our inverter had malfunctioned which has now been replaced. We now generate monies from the solar energy and the iBoost heats the water directly from the solar panels.

Cleaner £2527
Plumber £625
New Gazebo £369
iBoost Unit £384
Electrician to fit iBoost £203
Caplor Energy – repairs to solar panels £936
Floor Cleaner £510

Overheads for the period was £5997.

Electricity £1792
Gas £1442
Water £159
Broadband and Mobile Phone £865
MSSC Building and Contents Insurance £1638
MSSC Subscription £100

Summary

I would like to thank Steve and my fellow Management Committee members and all the Uniformed Staff for contributing their valuable time so generously.

Please see Appendix 2 for financial assessment.

Thank you all.

SK asked if the cleaner was any good with the money that we are spending.

- All agreed that the new cleaners are better and the unit looks and smells clean and all are happy with the cleaners.

Commanding Officer Report 2022/2023

The unit continues to have a steady amount of cadets the current amount 17.

I have appointed a new first lieutenant PPO(SCC) I Kilby thank you for taking this on and supporting me with running this unit to a burgee standard (top 25% of the UK).

AC Holt was selected as the Lord Lieutenant's cadet for Herefordshire this is a fantastic achievement. Well done.

Lt (SCC) C Warren RNR has received her Queens commission scroll congratulations, ma'am.

In Feb 2023, 4 cadets went to a district training week at HMS Raleigh 1 achieved a power boat level 1, and the others had a fun experience with the naval acquaint course.

Our senior girls, alongside Tewkesbury, went on to take part in the Sea Cadets national football competition and achieved bronze overall. This is our first National competition in many years.

Cadets have taken the opportunity to go onboard the sea cadet yachts and dinghies and achieve qualification in RYA competent crew RYA sailing with spinnaker and Cadets have achieved RYA safety boat.

Cadets have gained qualifications during the last year as well as CTP modules. The cadets have all maintained their commitment as much as possible, and I remain incredibly proud of them.

Last year marked 80 years of TS Antelope, 70 years of the Queens Platinum Jubilee and 40 years since the sinking of HMS Antelope, 25 th May 2022 we had a formal dinner to remember these events with special guests, the late Rear Admiral Philip Wilcocks, Captain of HMS Antelope Captain Tobin and 2 sailors who were on HMS Antelope during the time of conflict. The cadets had the opportunity to speak with all. The cadets were all presented with a miniature jubilee medal as a commemorative reminder of this event.

19 th June 2022 The Cadets and staff attended a cathedral service to commemorate the sinking of HMS Antelope the deck plate from HMS Antelope was taken to the Cathedral and placed at the altar, Able Cadet Jack Warren and Harry Jones piped the still to prompt a moment of silence and the carry on finish this. 4 Cadets and 3 staff attended a lunch at the town hall with dignities and veterans prior to this service the cadet spent time talking with the veterans and listening to their stories.

We have continued to have a high presence in the community of Herefordshire, attending a Church service at Stretton Church and services at Hereford Cathedral, and the ongoing commitment with Royal British Legion in Hereford and Hay on Wye.

We are lucky to have these brilliant facilities and amazing equipment. This would not be possible without the support and dedication given by all adult volunteers.

I would like to take this time to thank all adult volunteers cadets and family for the support they have given to me and this unit during this last year

Thank you.

Mrs Taylor would like to say many many congratulations to E Drew to getting the unit back to a Burgee Unit.

Election of Trustees

All trustees stood down and the meeting was led by

Mr S Taylor - proposed by S Jones & seconded by E Drew

Mrs S Jones - proposed by S Taylor & seconded by Mrs S Taylor

Mrs S Kilby - proposed by Mrs S Taylor & seconded by Mrs D Sissons

Mrs J Thomas - proposed by Miss E Drew & seconded by Mrs S Jones

Mrs D Sisson - proposed by Mr S Taylor & seconded by Mrs S Taylor

Any Other Business

Mrs S Taylor asked at the last AGM about the UMT writing a letter to the MSSC about the loan and was wondering if this was done.

- Mrs S Jones confirmed that this was done and will be in the next AGM

Mrs S Taylor would like to thank all members of the UMT for all they done behind the scenes.

Date of next AGM

Wednesday 3rd July 2024

Mr S Taylor formally closed the meeting at 2005hrs on the 11th July 2023.

Appendix 1
Balance Scorecard

OBJECTIVE		Quarter1 2022	Quarter 2 2022	Quarter 3 2022	Quarter 4 2023
1	Overall Output				
	Cadet Experience				
	Future development				
	Resource Management				
	Training				
	Uniform Adult proficiency				
	Westminster Admin				
	Water based training				
	New waterfront				
	Volunteer Training				
	Improve effectiveness				
	Finance				
	People				
	Infrastructure				
	Legal requirements				

Appendix 2
Financial Assessment

Hereford Sea Cadets Management Committee
 Financial Year 1st April 2022 to 31st March 2023
 Detail Report -- Year to Date as at 1 April 2021

Receipts Payments

Donations £3,223.28 Charitable Activity £32,525.25 Bursaries - restricted £0.00
 Competition Fees - external provider £0.00 Bursaries - unrestricted £0.00 Competition
 Fees - internal provider £14.00 Cadet £2,399.00 Course Fees - external provider £0.00
 P&SA £0.00 Course Fees - internal provider £120.00 Third party - restricted £0.90
 Training Materials £148.83 Third party - unrestricted £823.38 Fuel £0.00 Ward Room
 £0.00 3rd Party travel £116.21 MSSC Travel Refund (enter as credit) £0.00
 Fundraising £300.27 Catering £76.11 Bag packs £0.00 Fundraising Costs
 £123.26 Flag week £0.00 Special Events £31,926.84 Social events £0.00
 Community events £200.00 Operating £7,007.28 Other £100.27 Unit Health,
 Hygiene & Well-being £127.99 Office Equipment <£250.00 £493.72
 Generated £9,458.00 Office Stationery, Printing & Postage £45.88 Property
 Rental £9,458.00 IT Consumables £0.00 Sale of Assets £0.00 Building
 maintenance £4,788.69 Sale of Goods £0.00 Grounds maintenance £0.00
 SCAVA £0.00 Boat maintenance £672.00 Vehicle maintenance, MOT & RFT
 £0.00
 Grants £27,049.00 Other maintenance £0.00 External - restricted £27,049.00
 Goods for resale £0.00 External - unrestricted £0.00 PPE & Branded
 clothing £0.00 MS-SC Restricted Grant £0.00 Various Unit Assets £879.00

Training £251.91 Overheads £5,997.78 Competition Fees - external provider £0.00
 Rent £0.00 Competition Fees - internal provider £0.00 Rates £0.00 Course Fees -
 external provider £0.00 Lease Fees £0.00 Course Fees - internal provider £251.91
 Water Rates £159.00 Sewage Rates £0.00
 Unearned £0.00 Electricity £1,792.68 Bank Interest £0.00 Gas £1,442.19 Gift
 Aid £0.00 Broadband £0.00 Investment Income £0.00 Telephone £865.61
 Alarm Monitoring £0.00

£40,282.46 2023 V 3.0

Insurance - MS-SC provided £1,638.30
 Insurance - Non MS-SC provided £0.00
 Roadside assistance £0.00
 Certification £100.00

Fees Charges £1,625.00 Audit/Accountancy
 fees £0.00
 Legal fees £0.00
 Other professional fees £0.00
 Other revenue costs £1,625.00
 Bank charges £0.00

Surplus / Deficit
 Financial Year 1st April 2022 to 31st March

£47,155.31

-£6,872.85

Information Corret as at 11/07/2023

Hereford Sea Cadets Management Committee -- Financial Year 1st April 2022 to 31st March 2023

	Cash Transactions	Bank Transactions	All Transactions
Opening Balance	£0.00	£30,305.43	£30,305.43
Receipts			
Donations	£0.00	£3,223.28	£3,223.28
Fundraising Generated	£0.00	£300.27	£300.27
Grants	£0.00	£9,458.00	£9,458.00
Training	£0.00	£27,049.00	£27,049.00
Unearned	£0.00	£251.91	£251.91
	<u>£0.00</u>	<u>£40,282.46</u>	<u>£40,282.46</u>
	<u>£0.00</u>	<u>£70,587.89</u>	<u>£70,587.89</u>
Payments			
Charitable Activity	£0.00	£32,525.25	£32,525.25
Operating	£0.00	£7,007.28	£7,007.28
Overheads	£0.00	£5,997.78	£5,997.78
Fees Charges	£0.00	£1,625.00	£1,625.00
	<u>£0.00</u>	<u>£47,155.31</u>	<u>£47,155.31</u>
	<u>£0.00</u>	<u>£23,432.58</u>	<u>£23,432.58</u>
Transfers			
	£0.00	£0.00	£0.00
	<u>£0.00</u>	<u>£23,432.58</u>	<u>£23,432.58</u>
			<u>£0.00</u>
			<u>£23,432.58</u>
			-£6,872.85
			£30,305.43
			£0.00
			£0.00
			<u>£30,305.43</u>

Trading Balance for year
 Money held in Current Account
 Money Held on Deposit
 Cash in Hand

Year to Date Detail Report as at 1 April 2021

Hereford Sea Cadets Management Committee

Financial Year 1st April 2022 to 31st March 2023

Detail Report -- Year to Date as at 1 April 2021

Receipts

Donations	£3,223.28
Bursaries - restricted	£0.00
Bursaries - unrestricted	£0.00
Cadet	£2,399.00
P&SA	£0.00
Third party - restricted	£0.90
Third party - unrestricted	£823.38
Ward Room	£0.00

Fundraising	£300.27
Bag packs	£0.00
Flag week	£0.00
Social events	£0.00
Community events	£200.00
Other	£100.27

Generated	£9,458.00
Property Rental	£9,458.00
Sale of Assets	£0.00
Sale of Goods	£0.00
SCAVA	£0.00

Grants	£27,049.00
External - restricted	£27,049.00
External - unrestricted	£0.00
MS-SC Restricted Grant	£0.00

Training	£251.91
Competition Fees - external provider	£0.00
Competition Fees - internal provider	£0.00
Course Fees - external provider	£0.00
Course Fees - internal provider	£251.91

Unearned	£0.00
Bank Interest	£0.00
Gift Aid	£0.00
Investment Income	£0.00

£40,282.46

Payments

Charitable Activity	£32,525.25
Competition Fees - external provider	£0.00
Competition Fees - internal provider	£14.00
Course Fees - external provider	£0.00
Course Fees - internal provider	£120.00
Training Materials	£148.83
Fuel	£0.00
3rd Party travel	£116.21
MSSC Travel Refund (enter as credit)	£0.00
Catering	£76.11
Fundraising Costs	£123.26
Special Events	£31,926.84

Operating	£7,007.28
Unit Health, Hygiene & Well-being	£127.99
Office Equipment <£250.00	£493.72
Office Stationery, Printing & Postage	£45.88
IT Consumables	£0.00
Building maintenance	£4,788.69
Grounds maintenance	£0.00
Boat maintenance	£672.00
Vehicle maintenance, MOT & RFT	£0.00
Other maintenance	£0.00
Goods for resale	£0.00
PPE & Branded clothing	£0.00
Various Unit Assets	£879.00

Overheads	£5,997.78
Rent	£0.00
Rates	£0.00
Lease Fees	£0.00
Water Rates	£159.00
Sewage Rates	£0.00
Electricity	£1,792.68
Gas	£1,442.19
Broadband	£0.00
Telephone	£865.61
Alarm Monitoring	£0.00
Insurance - MS-SC provided	£1,474.47
Insurance - Non MS-SC provided	£163.83
Roadside assistance	£0.00
Certification	£100.00

Fees Charges	£1,625.00
Audit/Accountancy fees	£0.00
Legal fees	£0.00
Other professional fees	£0.00
Other revenue costs	£1,625.00
Bank charges	£0.00

£47,155.31

Surplus / Deficit
Financial Year 1st April 2022 to 31st March 2023

-£6,872.85

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2023

Form
SCC A3 (R&P)
Jan-20

(*Units in Scotland: This Statement's form and content and its scrutiny are governed by Regulations – SSI 2006/218)

Copy to be uploaded onto Westminster and Volunteer & Business Support Manager at Area Office to be notified by 1 November 2023

Unit Name: Hereford Sea Cadets Management Committee	Charity No: 520955
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Fund-name/purpose (if not held for the Unit's <u>general</u> purposes):-	THIS YEAR	LAST YEAR
	£	£
Notes		

REVENUE RECEIPTS –

ANNUAL FUND/DIRECT GRANT - (restricted)	£27,049.90	£0.00
OTHER GRANTS - (unrestricted)	£0.00	£0.00
SCAVA (Sea Cadet Victualling Allowance)	£0.00	£0.00
CADET CONTRIBUTIONS	£2,399.00	£0.00
OTHER DONATIONS / LEGACIES	£823.38	£0.00
FUNDRAISING & SPECIAL EVENTS PROCEEDS	£300.27	£0.00

OTHER CHARITABLE ACTIVITIES:

COMPETITION RECEIPTS	£0.00	£0.00
COURSE FEES	£251.91	£0.00
SUNDRY SALES RECEIPTS	£0.00	£0.00
BANK DEPOSIT INTEREST	£0.00	£0.00
PROPERTY RENTS (includes any occasional)	£9,458.00	£0.00
OTHER REVENUE RECEIPTS	£0.00	£0.00

TOTAL REVENUE RECEIPTS	A	£40,282.46	£0.00
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NON-REVENUE RECEIPTS –

PROCEEDS FROM SALES OF OTHER FIXED ASSETS	£0.00	£0.00
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TOTAL NON-REVENUE RECEIPTS	B	£0.00	£0.00
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(*Attach that Fund's similar Account of Receipts as page AC1A, and so on)

TOTAL RECEIPTS = A + B	C	£40,282.46	£0.00
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Reconciliation:-

NET CHANGE FOR YEAR IN CASH/BANK BALANCE:-

- REVENUE ITEMS (= A – D from page AC2)	G	-£5,500.13	£0.00
- NON-REVENUE ITEMS (= B – E from page AC2)	H	-£1,372.72	£0.00
- COMBINED (=G+H)		-£6,872.85	£0.00
CASH/BANK BALANCE FROM LAST YEAR-END		£30,305.43	£30,305.43
CASH/BANK BALANCE AT THIS YEAR-END		£23,432.58	£30,305.43

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2023

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Unit Name: Hereford Sea Cadets Management Committee	Charity No: 520955
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Fund-name/purpose (if not held for the Unit's general purposes):-	THIS YEAR	LAST YEAR
	£	£

REVENUE PAYMENTS –

DIRECT CHARITABLE ACTIVITY COSTS:

	THIS YEAR	LAST YEAR
	£	£
FUNDRAISING & SPECIAL EVENTS COSTS	£32,050.10	£0.00
COMPETITION COSTS	£14.00	£0.00
FUEL & TRAVEL COSTS	£116.21	£0.00
CATERING COSTS	£76.11	£0.00
TRAINING DELIVERY COSTS	£268.83	£0.00
ARTICLES PURCHASED FOR RESALE	£0.00	£0.00

OVERHEAD COSTS FOR:

	THIS YEAR	LAST YEAR
	£	£
RENT / COUNCIL TAX	£0.00	£0.00
HEAT, LIGHT & WATER	£3,393.87	£0.00
TELEPHONE & BROADBAND	£865.61	£0.00
RUNNING COST Inc POSTAGE, PRINTING & OTHER	£45.88	£0.00

MAINTENANCE COSTS FOR:

	THIS YEAR	LAST YEAR
	£	£
BUILDINGS & ESTATE	£4,788.69	£0.00
BOATS	£672.00	£0.00
VEHICLES	£0.00	£0.00
OTHER MISC EQUIPMENT	£127.99	£0.00
INSURANCE COSTS	£1,738.30	£0.00
BANK INTEREST & CHARGES	£0.00	£0.00

CHARITY GOVERNANCE COSTS:

	THIS YEAR	LAST YEAR
	£	£
FOR ACCOUNTS/AUDIT OR INDEPENDENT EXAMINATION	£0.00	£0.00
FOR OTHER PROFESSIONAL FEES	£0.00	£0.00
FOR LEGAL ADVICE (for constitution or trustees)	£0.00	£0.00
OTHER REVENUE COSTS	£1,625.00	£0.00
TOTAL REVENUE PAYMENTS	D £45,782.59	£0.00

NON-REVENUE PAYMENTS –

ASSETS	£1,372.72	£0.00
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TOTAL NON-REVENUE	E	£1,372.72	£0.00
TOTAL PAYMENTS (=D+E)	F	£47,155.31	£0.00

(*Attach that Fund's similar Account of Payments as page AC2A, and so on)

THE SEA CADETS

ANNUAL STATEMENT OF ACCOUNT* FOR THE UNIT

RECEIPTS & PAYMENTS ACCOUNT for year ended 31 March 2023

Form
SCC A3 (R&P)
Jan-20

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Unit Name: Hereford Sea Cadets Management Committee

Charity No: 520955

In E&W: STATEMENT OF ASSETS & LIABILITIES

Name of Fund	THIS YEAR	LAST YEAR
if restricted	£	£
ASSETS:		
CASH/BANK BALANCE(S) AT YEAR-END (from page AC1)	£23,432.58	£30,305.43
BANK DEPOSITS (if any) not included above		
LOANS RECOVERABLE		
OTHER DEBTS (total recoverable – exclude any "accruals")		
*STOCKS OF ITEMS FOR RESALE (total cost)		
INVESTMENTS (present value of securities &c)		
INVESTMENTS (ditto – belonging to a Restricted Fund, if		
*OTHER FIXED ASSETS:		
- LAND & BUILDINGS		
- BOATS		
- VEHICLES		
- COMPUTERS & OTHER EQUIPMENT		
*For all these items (including any gifts at estimated value when given) state their total present value here if lower than as above	[]	[]
LIABILITIES		
LOANS REPAYABLE		
OTHER CREDITORS (total payable – exclude any "accruals")		
CONTINGENT LIABILITIES (estimated total amount)		

[Scottish] ACCOUNTS NOTES* (if not within Annual Report)

For any separate Receipts & Payments Account included in this Statement of Account: the nature and purpose of each Fund accounted for and the legal restrictions on its

Total number and amount of any grants paid to (i) individuals and (ii) institutions, analysed by type of activity

Amount of trustee remuneration (inc. to connected persons) paid and the legal authority for it

Amount of any trustee expenses reimbursed and for how many trustees

Amount and nature of any other trustee-transactions (including with connected persons, stating the together with any amount owing at the year-end (say if

Any further information that 'may reasonably assist' a reader's understanding

	[Amounts]	Particulars
Give page no(s). - or say if none		
	[]	
(or say if none)	[]	Authority:
(or say if none)	[]	For how many:
	[]	Nature:
	[]	
Give page no(s).		- or say if none

(*Show details on an extra attached

Signed as authorised by the Unit's Management Committee - Date:

.....Unit Treasurer

.....Unit Chairman

Note: The statutory audit or independent examination report on this Statement of Account must be attached.



Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of

On accounts for the year ended Charity no

Set out on pages

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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:

- examine the accounts under section 145 of the Charities Act,
- 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
- 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 matter has come to my attention (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: Date:

Name:

Relevant professional qualification(s) or body (if any):

Address: