



**M.B. McGRADY & Co**  
CHARTERED ACCOUNTANTS

18<sup>th</sup> December 2024

**North Down & Ards Women's Aid**  
**18 Bingham Street**  
**Bangor**  
**BT20 5DW**

Dear Emalyn

We have completed our audit of the financial statements of **North Down & Ards Women's Aid** for the financial period ended **31<sup>st</sup> March 2024**.

As advised in our engagement letter dated **2<sup>nd</sup> December 2024** our audit is conducted in accordance with International Standards on Auditing (UK)/(Ireland) (ISAs) which requires us to perform procedures to obtain audit evidence about the amounts and disclosures in the financial statements. We are also required to consider internal controls relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we did agree to communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit. Please find enclosed our report to those charged with governance.

We have also taken the opportunity to highlight and comment on other areas and therefore we include for your consideration section B of the report containing business and internal control recommendations arising from our work. We hope that you find this report informative and useful.

Please note that the matters raised in this and other reports that flow from the audit are only those which have come to our attention arising from or relevant to our audit that we believe need to be brought to your attention. They are not a

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Chartered  
Accountants

**DIRECTORS**

M.B.T. McGrady, BSc (*Econ*), FCA  
C.B. McGrady, BSSc (*Acc*), FCA  
S.A. McLernon, BBS FCA  
K.A. Rainey, BA (*Acc*) FCA

Incorporating Duffy & Co and  
Dawson & Co, Chartered Accountants

Business Consultants and Registered Auditors  
Authorised to carry on Investment Business  
in the Republic of Ireland and regulated for  
a range of Investment Business activities in  
the United Kingdom and registered to carry  
on audit work by the Institute of Chartered  
Accountants in Ireland.

M B McGrady & Co is the trading name  
of Rathmore House Limited, a registered  
Northern Ireland Company, Registration  
Number NI 601538. Registered address as  
per above Downpatrick office.

comprehensive record of all the matters arising, and in particular we cannot be held responsible for reporting all risks in your business or all internal control weaknesses. This report has been prepared solely for your use and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared for, and is not intended for, any other purpose.

We are grateful to all the management and staff of **North Down & Ards Women's Aid** and **Baxterworld** for the co-operation we received during our work, which is an important element in achieving our objective of an economical and effective audit.

If you have any queries relating to the matters raised in this letter, please do not hesitate to contact us.

Yours sincerely

A handwritten signature in black ink, appearing to be 'MB McGrady', written in a cursive style.

For and on behalf of  
MB McGrady & Co

**NORTH DOWN & ARDS WOMEN'S AID**

**Year Ended 31<sup>st</sup> March 2024**

**REPORT TO THOSE CHARGED WITH  
GOVERNANCE**

## Section A:

Detailed below for your consideration are a number of **significant** internal control and other observations and recommendations which require your immediate attention.

Observation	Recommendation	Management response
<b>Significant Deficiencies in Internal Control – require immediate attention</b>		
1. None noted		
<b>Other significant matters noted during the audit – require immediate attention</b>		
1. None noted		

## Section B:

Detailed below for your consideration are a number of other internal control and observations and recommendations designed to strengthen business control and improve operating efficiency.

Observation	Recommendation	Management's response
<b>Status of Prior Period Recommendations</b>		
1. See below.		
<b>Internal Control Weaknesses</b>		
<ol style="list-style-type: none"><li>Staff Expenses are not reviewed or authorised by the Board.</li><li>Credit card statements are not reviewed by Trustees.</li><li>Petty cash is not subject to randomised spot checks.</li></ol>	The absence of a Finance Manager means that a separate review or authorisation by management is not occurring. However, it is normal best practice for the Trustees (normally the Treasurer) to perform random or occasional checks on staff expense claims to ensure claims are appropriate and to reduce the risk of fraud.	
<b>Financial Reporting Issues</b>		
1. A legacy bank account with AIB has been identified.	We identified this account during the 2022-23 and it is still open although we have not been provided a bank	

Observation	Recommendation	Management's response
	statement to confirm the closing balance (deemed to be £0.98). Unattended accounts present a fraud risk and we again recommend NDAWA close this account at first opportunity.	
<b>Unexpected Issues that affected the Statutory Audit Process</b>		
1. None noted		
<b>Uncorrected Misstatements or Errors noted during the audit</b>		
1. Total of uncorrected misstatements totals £1,536 which is wholly immaterial.	None	
<b>Regulatory or Legal issues noted during the audit – Independent legal advice may be required to be obtained</b>		
1. none noted		
<b>Other Matters</b>		
1. NDAWA have been unable to recruit a Finance Manager	Whilst a temporary solution has been implemented (using Baxterworld bookkeeping services for the rest of the 24-25 financial year), we reiterate the importance of a Finance Manager to ensure appropriate segregation of duties in finance processes, including reviews and authorisations.	
2. To date, new trustees have not completed any specific governance training.	We recommend that all trustees (but particularly those who are serving on their first Board) undertake appropriate training on the roles and responsibilities of Those Charged With Governance of a charity.	