

**TAKELY VILLAGE HALL**  
**Independent Examiners Report**

On 5 January 2021, I carried out an independent assessment of the payments and receipts for the Year Ended 31 March 2020 to comply with the requirements of the Charities Act.

I was provided with bank statements for the Community Account and Takeley 10K Fundraising account, supplier invoices for both accounts, petty cash information and details of deposit amounts. I was also provided with the spreadsheet containing all the information regarding the year's accounts

I cross checked invoices received to the spreadsheet and bank statement and can confirm that I found no anomalies. The only thing I could not cross reference was the wage payments with any supporting information; however regular amounts were paid to the same people so have assumed that these payments are all authorised.

The spreadsheet system implemented is very clear and easy to follow the audit trail. Unlike the previous year, the petty cash was easily reconcilable, mainly due to the fact there were so few transactions!

Deposits made by cheque were all reconciled; however, there were not any invoices that have been raised to the hirers of the hall who make regular or one-off payments directly into the bank account, so could not check that there weren't any outstanding debtors.

I can confirm that the opening and closing bank balances are correct and the figures contained within the year end account information all cross reference back to the data entry within the spreadsheet.

My only recommendations would be to provide supporting wage documentation and a log of customer invoices raised for the regular hire of the village hall.

Helen Beck

5 January 2021