

## Treasurer's Report Apr 2017: 2<sup>nd</sup> Abingdon Scout Group

### General

Cash flow accounts for Financial Year 2016/17 are presented, combining the main current account alongside the Sea Scouts' account.

The accounts are broken down into General Income (e.g. subscriptions), and Other Income (e.g. fund raising activities), with Expenditure appearing below these incomes.

Transfer of funds between accounts is shown also.

### Summary

Figures for the end of March 2017 show total cash position of **£21,368.57**, compared with **£20,373.70** in March 2016. This increase in cash position is despite relatively large expenses incurred to complete the shower block and install a new gas boiler for the HQ, (spend on both totalling ~£12,700).

A total of **£70K** has been spent on the HQ over the past 5 years on shower block, new windows, guttering and a new boiler. It looks likely that high maintenance costs will continue in the near term, with the need for major repairs to the main hall flooring. The cost for this has yet to be determined.

Explorer's rent has been increased this year to £400, by mutual agreement.

The balance of funds received via subscriptions, gift aid and Explorer's rent was **£18,153.86**. (A total of ~£7.4K gift aid funding was received this year; some of this was recovered funds, not previously received from HMRC, but accounted for in previous year's accounts (£4,077 in 2014-15 accounted).

Despite these demands on funding, the accounts remain healthy, as the cash position clearly shows.

Since it has been asked previously, it is worth noting that we aim to go no lower than £10k in cash position, in order to provide adequate cover for any unforeseen circumstances. The most notable risk among these is flooding, which we cannot obtain insurance cover for.

## Treasurer's Report 2017

### Analysis of Expenditure

The table below provides a summary of expenses for the group over 2016/17, alongside the similar expense items for previous years. The difference between 2016/17 & 2015/16 is calculated for comparison. Please note that this table lists net expenses.

The analysis is slightly different this year since Sea Scout accounts have been included.

Analysis of expenses	2016-17	2015-16	2014-15	2013-14	2012-13	% change compared with 2015-16
<b>General Expenses</b>						
Capitation	£3,748.50	£3,737.25	£2,287.00	£3,969.00	£4,551.00	0.3%
Gas	£1,467.24	£3,514.07	£2,389.01	£2,930.54	£2,317.38	-139.5%
Insurance	£2,388.48	£3,220.10	£2,957.71	£3,164.51	£3,022.83	-34.8%
Maintenance HQ & BB	£3,323.52	£1,915.05	£1,666.98	£0.00	£1,027.74	42.4%
Badges	£806.61	£1,253.21	£323.09	£814.96	£804.09	-55.4%
Scouting Activity Expenses	£1,050.37	£1,109.25	£1,485.58	£1,695.21	£2,451.97	-5.6%
RN scouting activities	£942.46					
Camping net expenses	£1,771.29					
Boat Base Rent	£500.00	£600.00	£400.00	£400.00	£400.00	-20.0%
Electricity	£708.00	£576.00	£588.72	£691.00	£832.00	18.6%
Licenses & Subscriptions	£248.82	£428.82	£505.18	£226.06	£433.29	-72.3%
Photocopier	£240.00	£240.00	£240.00	£157.85	£172.87	0.0%
WiFi Hub	£75.00					
Cleaning of hut	£0.00	£0.00	£0.00	£192.00	£288.00	0.0%
Misc	£54.12	£0.00	£30.00	£0.00	£24.99	100.0%
Training	£0.00	£0.00	£0.00	£99.00	£0.00	0.0%
Uniform	£345.12	£0.00	£0.00	£0.00	£425.70	100.0%
<b>Total General Expenses</b>	<b>£17,669.53</b>	<b>£16,593.75</b>	<b>£12,873.27</b>	<b>£14,340.13</b>	<b>£16,751.86</b>	<b>6.1%</b>
Tents and equipment incl boats	£767.94	£75.00	£1,402.00	£101.94	£563.01	90.2%
Building & Maintenance Expenditure	£13,139.12	£7,789.15	£7,282.41	£33,010.49	£9,260.51	
<b>Total Net Expenses</b>	<b>£31,576.59</b>	<b>£24,457.90</b>	<b>£21,557.68</b>	<b>£47,452.56</b>	<b>£26,575.38</b>	<b>22.5%</b>

#### Notes:

- Gas was lower this year since the boiler was broken for several months (with a corresponding increase in electricity charges for emergency heating during the period).
- As previously mentioned – a new gas boiler is included in the total HQ maintenance expenses.
- Camping net expenses included family camp and the Sea Scout Italy camp. This number is misleading since Sea Scouts raised significant funds to offset (see below) and the family camp ran at a small surplus.

It is worth noting that the sum total received via subscriptions, gift aid and explorer's rent exceeds the expenses itemised above. As such we are covering our running costs adequately at the moment. Funds received via fundraising activities go efficiently to improving overall cash position and help the group to save towards future significant expenditure.

## Treasurer's Report 2017

### Analysis of Fundraising and Donations

The table below provides a breakdown of fundraising and donations over the past year, with totals for previous years for comparison. Fundraising has been particularly successful over the past 12 months, as the figures show.

Analysis of Fundraising and Donations	2016-17	2015-16	2014-15	2013-14	2012-13	% change compared with 2015-16
Fireworks	£6,192.89	£4,843.26	£3,952.62	£3,119.60	£3,419.40	27.9%
Fundraising Events	£2,044.00	£1,290.53	£1,076.66	£1,522.52	£4,293.62	58.4%
Sea Scout fundraising	£2,498.73					
Hire of Hall	£400.00	£240.00	£384.00	£0.00	£537.00	66.7%
<b>Total Fundraising</b>	<b>£11,135.62</b>	<b>£6,373.79</b>	<b>£5,413.28</b>	<b>£4,642.12</b>	<b>£8,250.02</b>	<b>74.7%</b>
Donations	£655.00	£0.00	£0.00	£3,944.00	£350.00	
<b>Total Fundraising and Donations</b>	<b>£11,790.62</b>	<b>£6,373.79</b>	<b>£5,413.28</b>	<b>£8,586.12</b>	<b>£8,600.02</b>	<b>85.0%</b>

Notes:-

- The net income from fireworks last November was the highest since I have been responsible for accounts (7 years) with over £6K profit.
- Sea Scouts raised significant funds and donations also this past 12 months, mainly directed towards the Italy Camp.

We continue with a set of regular fundraising events throughout the year. These regular events are:-

- Cake Stand and Bucket Shake in Abingdon in October.
- Abingdon Marathon Burger Stand at Tilsley Park in November.
- Fireworks on Bonfire Night Season at Long Furlong in November.

As ever if anyone has any further suggestions for fundraising then don't hold back and please let us know. Whilst we have a good list of fundraising events, they are not guaranteed to continue for us indefinitely.

Dave Woodcock  
1st May 2017

# Treasurer's Report 2017

2nd Abingdon Scout Group Cashflow Apr 2016 to end of Mar 2017				
Pre-Audit Accounts				
	Current Account	Sea Scouts	Total	Notes
Opening accts balance	£ 18,213.02	£ 2,160.68	£ 20,373.70	
<b>INCOME</b>				
Subscriptions and admissions fees	£ 11,574.00	£ 2,850.00	£ 14,424.00	1
Explorers Rent	£ 400.00	£ -	£ 400.00	4
Gift Aid Income	£ 3,329.86	£ -	£ 3,329.86	2
	<b>£ 15,303.86</b>	<b>£ 2,850.00</b>	<b>£ 18,153.86</b>	
Fireworks	£ 13,015.00	£ -	£ 13,015.00	
Donations	£ -	£ 655.00	£ 655.00	
Fundraising	£ 2,764.00	£ 2,498.73	£ 5,262.73	3
Hall Hire	£ 400.00	£ -	£ 400.00	
Camping	£ 7,311.00	£ 8,042.51	£ 15,353.51	
Activities	£ 636.00	£ 70.00	£ 706.00	
RN HMS Bristol	£ -	£ 590.00	£ 590.00	
Insurance	£ 110.05	£ -	£ 110.05	
Uniforms	£ -	£ 203.58	£ 203.58	
Interest	£ -	£ -	£ -	
	<b>£ 24,236.05</b>	<b>£ 12,059.82</b>	<b>£ 36,295.87</b>	
<b>Total income</b>	<b>£ 39,539.91</b>	<b>£ 14,909.82</b>	<b>£ 54,449.73</b>	
<b>EXPENDITURE</b>				
<b>General - Activities, Camping and Fundraising</b>				
Firework Expenses	£ 6,822.11	£ -	£ 6,822.11	5
Fundraising	£ 720.00	£ -	£ 720.00	
Camping	£ 6,841.66	£ 10,283.14	£ 17,124.80	6
Activities	£ 1,686.37	£ 256.18	£ 1,942.55	
RN Activities	£ -	£ 1,012.46	£ 1,012.46	
RN HMS Bristol	£ -	£ 590.00	£ 590.00	
Badges	£ 631.37	£ 172.88	£ 804.25	
Uniforms	£ -	£ 548.70	£ 548.70	
	<b>£ 16,701.51</b>	<b>£ 12,863.36</b>	<b>£ 29,564.87</b>	
<b>Capitation &amp; Insurance</b>				
Capitation	£ 3,748.50	£ -	£ 3,748.50	
Insurance	£ 2,388.48	£ -	£ 2,388.48	
	<b>£ 6,136.98</b>	<b>£ -</b>	<b>£ 6,136.98</b>	
<b>HQ</b>				
Southern Electric	£ 576.00	£ -	£ 576.00	
Thames Water	£ 425.69	£ -	£ 425.69	
Cleaning of Scout Hut & Cleaning materials	£ -	£ -	£ -	
HQ Maintenance	£ 3,323.52	£ -	£ 3,323.52	7
Photocopier	£ 240.00	£ -	£ 240.00	
Gas	£ 1,467.24	£ -	£ 1,467.24	
WiFi Hub	£ 75.00	£ -	£ 75.00	
Building Work	£ 9,815.60	£ -	£ 9,815.60	8
	<b>£ 15,923.05</b>	<b>£ -</b>	<b>£ 15,923.05</b>	
<b>Boat Base</b>				
Rent (Oxf CC)	£ 500.00		£ 500.00	
Southern Electric	£ 132.00		£ 132.00	
Boat repairs & maintenance Boat Base	£ -	£ 127.08	£ 127.08	
Licences & Subscriptions	£ -	£ 248.82	£ 248.82	
	<b>£ 632.00</b>	<b>£ 375.90</b>	<b>£ 1,007.90</b>	
<b>Other</b>				
Training	£ -	£ -	£ -	
Admin	£ -	£ 54.12	£ 54.12	
Equipment	£ 767.94	£ -	£ 767.94	
Misc	£ -	£ -	£ -	
	<b>£ 767.94</b>	<b>£ 54.12</b>	<b>£ 822.06</b>	
<b>TOTAL EXPENSES</b>	<b>£ 40,161.48</b>	<b>£ 13,293.38</b>	<b>£ 53,454.86</b>	
<b>ACCOUNT TRANSFERS</b>				
Sea Scout Subs Transfer	£ 2,762.00	£ 2,762.00	£ -	
Sea Scout Camping	£ 500.00	£ 500.00	£ -	
RN Activities	£ 882.46	£ 882.46	£ -	
Badges	£ 175.24	£ 175.24	£ -	
Licences	£ 248.82	£ 248.82	£ -	
BB Maintenance	£ 91.20	£ 91.20	£ -	
	£ 166.00	£ 166.00	£ -	
<b>Balance of transfers</b>	<b>£ 1,030.28</b>	<b>£ 1,030.28</b>	<b>£ -</b>	
Balance C/f	£ 18,213.02	£ 2,160.68	£ 20,373.70	
Transfers in	£ 42,467.91	£ 16,807.54	£ 59,275.45	
Transfers out	£ 42,059.20	£ 16,221.38	£ 58,280.58	
Balances c/f	£ 18,621.73	£ 2,746.84	£ 21,368.57	
<b>Net income over expenditure</b>	<b>£ 408.71</b>	<b>£ 586.16</b>	<b>£ 994.87</b>	
Notes				
1) Sea scout subs now collected via Sea Scout account and transferred to main current account				
2) Balance of gift aid payments subtracting £4077 declared in accounts in 2015, but not retrieved from HMRC until this accounting period				
3) Sea Scouts fundraising targeted towards Italy Summer Camp in 2016				
4) Explorers rent increased this year.				
5) Invoice only recently received. £3360				
6) Includes costs for Italy Camp				
7) Includes cost of new boiler				
8) Final costs for completion of shower block				
9) Dormant savings accounts not presented.				
D. Woodcock 30-4-17				

## Treasurer's Report 2017

2nd Abingdon Scout Group Cashflow Apr 2015 to end of Mar 2016							
Pre-Audit Accounts							
	Current Account	CC Buildings	CC General	Sea Scouts	Lloyds deposit	Total	Notes
Opening accts balance	£25,041.61	£0.47	£0.02		£5.62	£30,875.01	
<b>INCOME</b>							
Subscriptions and admissions fees	£11,051.00					£11,051.00	
Explorers Rent	£150.00					£150.00	
Gift Aid Income	£0.00					£0.00	1
	<b>£11,201.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£11,201.00</b>	
Fireworks	£9,617.00					£9,617.00	
Donations	£0.00					£0.00	
Fundraising	£2,500.00					£2,500.00	
Hall Hire	£240.00					£240.00	
Camping	£9,073.75					£9,073.75	
Activities	£348.00					£348.00	
Interest	£0.00		£6.77		£0.00	£6.77	
	<b>£21,778.75</b>	<b>£0.00</b>	<b>£6.77</b>		<b>£0.00</b>	<b>£21,785.52</b>	
<b>Total income</b>	<b>£32,979.75</b>	<b>£0.00</b>	<b>£6.77</b>		<b>£0.00</b>	<b>£32,986.52</b>	
Transfer of Funds	-£250.00			£250.00			
<b>EXPENDITURE</b>							
Firework Expenses	£4,773.74					£4,773.74	
Camping	£8,434.33					£8,434.33	
Fundraising	£1,209.47					£1,209.47	
	<b>£14,417.54</b>	<b>£0.00</b>	<b>£0.00</b>		<b>£0.00</b>	<b>£14,417.54</b>	
Capitation	£3,737.25					£3,737.25	
Insurance	£3,220.10					£3,220.10	
	<b>£6,957.35</b>	<b>£0.00</b>	<b>£0.00</b>		<b>£0.00</b>	<b>£6,957.35</b>	
Southern Electric	£576.00					£576.00	
Thames Water	£150.11					£150.11	
Cleaning of Scout Hut & Cleaning materials	£0.00					£0.00	
HQ Maintenance	£1,915.05					£1,915.05	2
Photocopier	£240.00					£240.00	
Gas	£3,514.07					£3,514.07	3
Building Work	£7,789.15					£7,789.15	
	<b>£14,184.38</b>	<b>£0.00</b>	<b>£0.00</b>		<b>£0.00</b>	<b>£14,184.38</b>	
Rent (Oxf CC)	£600.00					£600.00	4
Southern Electric	£132.00					£132.00	
Boat repairs & maintenance Boat Base	£150.79					£150.79	
Licences & Subscriptions	£428.82					£428.82	
	<b>£1,311.61</b>	<b>£0.00</b>	<b>£0.00</b>		<b>£0.00</b>	<b>£1,311.61</b>	
Activity Expenses (All)	£1,109.25					£1,109.25	
Uniform (caps and Tallys)	£0.00					£0.00	
Badges	£1,253.21					£1,253.21	
Equipment	£75.00					£75.00	
Training	£0.00					£0.00	
Misc	£0.00					£0.00	
	<b>£2,437.46</b>	<b>£0.00</b>	<b>£0.00</b>		<b>£0.00</b>	<b>£2,437.46</b>	
<b>TOTAL EXPENSES</b>	<b>£39,308.34</b>	<b>£0.00</b>	<b>£0.00</b>		<b>£0.00</b>	<b>£39,308.34</b>	
Balance C/f	£25,041.61	£0.47	£0.02	tbd	£5.62	£25,047.72	
Transfers in	£32,729.75	£0.00	£0.00	TBD	£0.00	£32,729.75	
Transfers out	-£39,558.34	£0.00	£0.00	TBD	£0.00	-£39,558.34	
Balances c/f	£18,213.02	£0.47	£0.02	TBD	£5.62	£18,219.13	
<b>Net income over expenditure</b>	<b>-£6,828.59</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>-£6,828.59</b>	
Notes							
1) Pending receipt of payment							
2) Includes £1050.05 for boiler repair							
3) Overpaid this year. Most likley due to overdue meeting reading.							
4) Yearly rent settled at £500 with OCC. An additioanal £100 back rent was charged this year. Next rent review is 2019.							
D. Woodcock 16th Apr 2016							

# Trustees' Annual Report

For the period

From (start date)

0 1 0 4 1 6

to end date

3 1 0 3 1 7

## Section A

### Reference and administration details

Charity name

2nd Abingdon Scout Group

Other names the charity is known by

Registered charity number (if any)

3 0 0 4 8 2

HQ registration number

1 0 0 2 2 8 0 6

Charity's principal address

9 St Nicholas Green

Abingdon

Oxon

Postcode

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Names of the charity trustees who manage the charity

	Trustee Name	Office (if any)	Dates acted if not for whole year
1	Rita Alexander	Group Scout Leader	
2	Anthony Yates	Chair	
3	Stuart Broad	Secretary	
4	David Woodcock	Treasurer	
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Names and addresses of advisers (optional information but encouraged as best practice)

Type of advisor	Name	Address

## Section B

## Structure, governance and management

### Description of the charity's trusts

#### Type of governing document

(e.g. trust deed, constitution)

The Group's governing documents are those of the The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association.

#### How the charity is constituted

(e.g. trust, association, company)

The Group is a trust established under its rules which are common to all Scouts.

#### Trustee selection methods

(e.g. appointed by, elected by)

The Trustees are appointed in accordance with the Policy, Organisation and Rules of The Scout Association.

### Additional governance issues (optional information but encouraged as best practice)

You may choose to include additional information, where relevant, about:

The Group is managed by the Group Executive Committee, the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees they are responsible for complying with legislation applicable to charities. This includes the registration, keeping proper accounts and making returns to the Charity Commission as appropriate.

Policies and procedures adopted for:  
a) the induction and training of trustees;  
b) trustee consideration of major risks and the systems and procedures to manage them

The Committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leaders, individual section leaders (if opted to take on the responsibility) and parent's representation and meets every 3 months.

Members of the Executive Committee complete '*Essential Information for Executive Committee*' training within the first 5 months of joining the committee.

This Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of the appointments and is responsible for:

The maintenance of Group property;

The raising of funds and the administration of Group finance;

The insurance of persons, property and equipment;

Group public occasions;

Assisting in the recruitment of leaders and other adult support;

Appointing any sub committees that may be required;

Appointing Group Administrators and Advisors other than those who are elected.



**Section B****Structure, governance and management (continued)****Risk and Internal Control**

The Group Executive Committee has identified the major risks to which they believe the Group is exposed, these have been reviewed and systems have been established to mitigate against them. The main areas of concern that have been identified are:

Damage to the building, property and equipment. The Group would request the use of buildings, property and equipment from neighbouring organisations such as the church, community centre and other Scout Groups. Similar reciprocal arrangements exist with these organisations. The Group has sufficient buildings and contents insurance in place to mitigate against permanent loss.

Injury to leaders, helpers, supporters and members. The Group through the capitation fees contributes to the Scout Associations national accident insurance policy. Risk Assessments are undertaken before all activities.

Reduced income from fund raising. The Group is primarily reliant upon income from subscriptions and fundraising. The group does hold a reserve to ensure the continuity of activities should there be a major reduction in income. The Committee could raise the value of subscriptions to increase the income to the group on an ongoing basis, either temporarily or permanently.

Reduction or loss of leaders. The group is totally reliant upon volunteers to run and administer the activities of the group. If there was a reduction in the number of leaders to an unacceptable level in a particular section or the group as a whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

Reduction or loss of members. The Group provides activities for all young people aged 6 to 18. If there was a reduction in membership in a particular section or the group as whole then there would have to be a contraction, consolidation or closure of a section. In the worst case scenario the complete closure of the Group.

**Risk and Internal Control**

The group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss, these include 2 signatories for all payments and a comprehensive insurance policies to ensure that insurable risks are covered.



Section C	Objectives and activities
Summary of the objects of the charity set out in its governing document	<p><b>The Purpose of Scouting</b> Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.</p> <p><b>The Values of Scouting</b> As Scouts we are guided by these values:  <b>Integrity</b> - We act with integrity; we are honest, trustworthy and loyal.  <b>Respect</b> - We have self-respect and respect for others.  <b>Care</b> - We support others and take care of the world in which we live.  <b>Belief</b> - We explore our faiths, beliefs and attitudes.  <b>Co-operation</b> - We make a positive difference; we co-operate with others and make friends.</p> <p><b>The Scout Method</b> Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:  - enjoy what they are doing and have fun  - take part in activities indoors and outdoors  - learn by doing  - share in spiritual reflection  - take responsibility and make choices  - undertake new and challenging activities  - make and live by their Promise.</p>
Summary of the main activities in relation to these objects	<p>et the objectives of the Scout Association. Activities during th</p>
<p>Additional details of the objectives and activities (optional information but encouraged as best practice)</p> <p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• contribution made by volunteers;</li> <li>• policy on investments.</li> </ul>	<p>The Group are in the lucky situation where the vast majority of the young people's parents volunteer to participate in the fundraising and Scouting Activities along with the groups leaders.</p>

Public benefit statement

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings.

## Section D

## Achievements and performance

Summary of the main achievements of the charity during the year

## Section E

## Financial Review

Brief statement of the charity's policy on reserves

### Reserves Policy

The Group's policy on reserves is to hold sufficient resources to continue the charitable activities of the group should income and fundraising activities fall short. The Group Executive Committee considers that the group should hold a sum equivalent to 6 months running costs, circa £10,000.

The Group held reserves of approximately £10,000 against this at year end.

Quantify and explain any designations

The Groups reserves are held on a minimum level as per agreed by the Exec Committee at £10,000 due to the lack of flood insurance available following the Groups premises

Details of any funds materially in deficit (circumstances plus steps to eliminate)

None

Further financial review details (optional information)

You **may choose** to include additional information, where relevant, about:

- the charity's principal sources of funds (including any fundraising);

- how expenditure has supported the key objectives of the charity;

- investment policy and objectives

#### Investment Policy

The Group's Income and Expenditure is very small and as a consequence does not have sufficient funds to invest in longer-term investments such as stocks and shares. The Group has therefore adopted a low risk strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies or The Scout Association's Short Term Investment Service.

The Group Executive regularly monitors the levels of bank balances and the interest rates received to ensure the group obtains maximum value and income from its banking arrangements. Occasionally this may involve using an account that requires a period of notice before funds may be withdrawn, before doing so the Group Executive considers the cash flow requirements.

#### Investment Policy

The Group does not have sufficient funds to invest in longer term investments. The Group has therefore adopted a risk averse strategy to the investment of its funds. All funds are held in cash using only mainstream banks or building societies.

### Section F

#### Other Optional Information

Plans for future periods (details of any significant activities planned to achieve them)

As well as continuing to offer a full and varied programme of

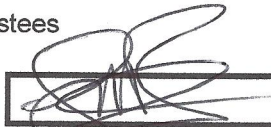

### Section G

#### Declaration

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair)

Date



## Independent Examiner's Report to the Trustees of the

2<sup>nd</sup> Abingdon SCOUT GROUP

I report on the accounts of the Group/District/County/Area for the year ended 31<sup>st</sup> March 2017 which comprise the Statement of Financial Activities, the Balance Sheet and related notes set out on pages.....

This report is made solely to the trustees in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees for my examination work.

### Respective responsibilities of Trustees and Examiner

The Group's/District's trustees are responsible for the preparation of the accounts. They 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 Commissioners (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 report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Group/District 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 you as 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:

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.

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Date: 08/01/2018

