

Ell-Jay Books



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Great Coxwell Reading Room Independent Examination

Year ended 31st March 2024

Charity No: 300155

Address:

Great Coxwell Parish Room
Great Coxwell
FARINGDON
Oxfordshire
SN7 7NG

Reference and administrative information

Trustee: Great Coxwell Parish Council

Independent examination carried out: Lisa Wilkinson

Bankers: Lloyds Bank

Report of the trustee for year ended March 2024

See annual report prepared by Joanna Farrant dated April 2024 which consists of:

Summary of bank balances/cash book summary
Income report
Expenditure report
Bank reconciliation report
Summary of Utility Bills
Analysis of Spend by Budget Lines

Objective and activities for the public benefit

The objectives of the Charity are 'the provision and maintenance of a village hall for the use of the inhabitants of the parish of Great Coxwell and its immediate vicinity' and letting to its users at a reasonable rental

Structure, governance and management

The Trust is a registered charity, number 300155, and is constituted under a trust deed dated 14th January 1988.



The Trust is eligible (but not required) for an Independent Examination under Charities Act 2011 section 145(1)

The trustee is Great Coxwell Parish Council. The Trust does not actively fund-raise but ensures good financial management through letting of the Reading Room for functions and careful scrutiny of expenses (maintenance of the Reading Room and necessary running expenses). Regular grants are received from Great Coxwell Parish Council.

The Trust holds meetings generally every 2 months.

Risk management

N/A.

Financial review

The Trust is entirely reliant on income from letting the Reading Room to users and to grants from the Parish Council. These enable the Trust to meet its objectives of letting at the Room ‘at reasonable rental’ thus making it affordable for local people to hire.

Expenditure is solely on the upkeep of the Reading Room.

Accounts are correctly produced on a receipts and payments basis and published on the Parish Council (Trustee’s) website (<https://www.greatcoxwell.com/finance.html>)

Reserves Policy

The Charity Scheme states that surplus cash ‘not needed for immediate working purposes shall be invested in trust for the charity’.

Trustee’s responsibilities in relation to financial statements

The Trustee is responsible for preparing the Trustee report and the financial statements.

Statement of Financial Activities For year ending March 2024:

Great Coxwell Parish Room Charitable Trust

Balance Sheet for year ending March 2024

1 April 2023 to 31 March 24

Balance per bank statement at 1 April 2023	£1,653.13
Less: outstanding payments not cashed as at 31 March 2023	£96
	£48
Balance per cashbook at 1 April 2023	£1,509.13
Income 1 Apr 23 to 31 Mar 24	£5,084.03
Total Expenditure 1 Apr 23 to 31 Mar 24	£4,937.41
Balance per cashbook 31 March 2024	£1,655.75
Balance per bank statement at 31 March 224	£1,655.75



Budget Headings

Expenditure

Utilities
Verges/Trees/Hedges/Grass
Cleaning and Consumables
Fire audit and fire/first aid renewals
VWDC Refuse & waste collection
Essential repairs/improvements
Boiler service

Income

Rental income
Donations
Parish Council
Refunds

Conclusion

I report on the accounts of the charity for the year ended 31st March 2024 which are set out above and in the annual report provided by the clerk to the trustee.

My 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 seeks 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 I do not express an audit opinion on the view given by the accounts.

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met.

Independent examination completed 28/06/2024

Signed:



Appendix 1 Checklist

Directions and documentation	Done?
Direction 1: Check whether the charity is eligible to have an independent examination	Yes
Checked the charity audit threshold applying to the accounts to be reviewed	Yes
Checked an audit is not required for any other reason	Yes
Confirmed the charity is eligible for independent examination	If
Confirmed the amount of the charity's income to figure shown the accounts (including any branches) and confirmed that income and assets are below the audit threshold or, if applicable, obtained a copy of the letter from the Commission approving an audit dispensation	Yes
If a charitable company checked that the audit exemption statement has been made	N/A
If applicable, rechecked the threshold calculation during the examination	N/A
If the charity's income is more than £250,000 confirmed that the examiner is a member of one of the listed bodies	N/A
If applicable, informed the trustees that the charity is not eligible for an independent examination	N/A
If receipts and payments accounts have been prepared, checked that the charity's gross income is less than £250,000 and that it is not a company	Yes
If receipts and payments accounts have been prepared, check that there is no requirement to prepare accruals accounts in the charity's governing document or for any other reason	Yes
If applicable, informed the trustees that the charity is not eligible to prepare receipts and payments accounts	N/A
Direction 1 steps completed	22/6/24
Direction 2: Check for any conflict of interest that prevents the examiner from carrying out their independent examination	
Confirmed that there are no close personal relationships with the trustees that compromise independence	None
Confirmed as having no day to day involvement in the administration of the charity	None
If providing other services to the charity then confirmed that all the criteria in Direction 2 necessary for independence are met	N/A
Identified that there are no circumstances in the examiner's judgment that would reasonably lead to the perception that the examiner is not independent	Yes

The Directions and documentation	Done
Considered whether sufficiently skilled to carry out the examination and, where required, confirmed membership of a listed body	Yes
If applicable, informed the trustees that you are not eligible to carry out the independent examination	N/A
Direction 3: Record your independent examination	
File of working papers prepared to document the work undertaken (see the Direction for guidance on key working papers)	Yes
Evidence of appointment on file	Letter of
If issued, letter of engagement signed by the trustees on file	Yes
Documentation of steps required by Direction 1 are all done	Yes
Documentation that steps required by Direction 2 are all done	Yes
Analytical review documented	Yes
Areas of concern identified and noted whether these were resolved or if unresolved and significant have included them in the examiner's report	N/A
Verification and vouching procedures undertaken and any checks made are on file	N/A
Copy of approved accounts on file	Yes
Copy of trustees' annual report on file	Yes
Copies of information relied upon as part of the examination are on file	Yes
If applicable, copies of written assurances given	N/A
Recorded the conclusions drawn as an outcome of the independent examination that support the examiner's report are on file	Yes
Recorded any matters of material significance about which a report must be made direct to the Commission	N/A
Recorded whether to exercise discretion and report on relevant matters direct to the Commission	N/A
Direction 4: Plan your independent examination	
Obtained an understanding of the charity's constitution, objectives, organisational structure, the funds managed, its activities and accounting records and systems	Yes
Planned specific examination procedures appropriate to the circumstances of the charity	Yes
Reviewed whether any areas for improvement were advised to the trustees in the previous year's independent examiner's report (or audit report and management letter) and looked to see if any action taken	None
Considered the financial risks identified and, where accruals accounts prepared, considered whether the trustees have evidence that shows that the charity is a going concern	Yes
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A

The Directions and documentation	Step done?
Direction 5: Check that accounting records are kept to the required standard	
Checked that accounting records have been kept are complete and considered if they have been kept to the required standard	Yes
Asked the trustees about how they ensure the accounting records are complete	Accounts circulated

If corrections made or records created during the examination, the trustee approval for these has been sought and obtained	N/A
Asked the trustees if they carried out a review of the charity's internal financial controls in the year reported	
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A
Direction 6: Check that the accounts are consistent with the accounting records	
Compared the accounts with the underlying accounting records	Yes
Checked some entries from the listing of transactions of income and expenditure to vouchers such as invoices, bank statements, and receipts.	
If applicable, confirmed that the trustees have taken the necessary steps to ensure that restricted or endowed funds are correctly reported in the accounts	N/A
If additional checks were necessary, the evidence was found that showed the accounting record was complete, voucher present, and both supported the entry in the accounts	N/A
Direction 7: If the accounts are prepared on an accruals basis and one or more related party transactions took place the examiner must check if these were properly disclosed in the notes to the accounts	N/A
Checked that the disclosures required by the SORP have been made and are complete	Yes
Considered whether there are any implications for the examiner's report and reporting to the Commission	N/A
If receipts and payments accounts prepared and a related party transaction note was provided, then checked the note for any implications for the examiner's report	N/A
Direction 8: Check the reasonableness of the significant estimates and judgments and accounting policies used in accounting for the types of fund held and in the preparation of the accounts	
Checked with the trustees that the separate funds of the charity have been correctly accounted for and reported correctly in the accounts	Yes
Checked the reasonableness of any significant estimates or judgments that have been made in preparing the accounts	N/A

The Directions and documentation	Step done?
Where accruals accounts are prepared, checked that the accounting policies adopted are consistent with the SORP and are appropriate to the activities of the charity	N/A
Where accruals accounts are prepared, checked that the accounts were prepared on a going concern basis	N/A
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A
Direction 9: The examiner must check whether the trustees have considered the financial circumstances of the charity at the end of the reporting period and, if the accounts are prepared on an accruals basis, check whether the trustees have made an assessment of the charity's position as a going concern when approving the accounts	Yes
Asked the trustees whether they expect the charity to be able to settle outstanding invoices, bills and commitments as and when they fall due	Yes
Asked the trustees about the reserves policy and the adequacy of the level of reserves held	Yes
Where accruals accounts are prepared, checked that the trustees' have made an assessment of going concern and that their assessment is reasonable given the information available	N/A

Where accruals accounts are prepared, checked that the SORP's disclosures about going concern have been made	N/A
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A
Direction 10: Check the form and content of the accounts	
Where receipts and payments accounts have been prepared, checked that the charity can lawfully prepare such accounts, that all the accounting statements are present and that the funds of the charity are correctly identified	Yes
Where accruals accounts are prepared, checked that they comply with the SORP and applicable accounting standard	N/A
If the charity is a company, checked that the accounts also comply with the applicable company law requirements	N/A
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A
Direction 11: Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence	
Carried out an analytical review	Yes

Following the analytical review, selected material items in the accounts for further explanation or supporting evidence	N/A
If the accounts could be materially misstated, additional checks were undertaken and the examiner is satisfied that the item(s) identified were satisfactorily explained and correctly included in the accounts	N/A
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A
Direction 12: Compare the trustees' annual report with the accounts	
Checked that any figure for reserves quoted in the trustees' annual report is not materially inconsistent with the accounts	Done
Compared the trustees' annual report with the accounts for any material inconsistency	Yes
Noted any implications for the examiner's report and for separate reporting to the Commission	N/A
Direction 13: Write and sign the independent examination report	
Reviewed the conclusions from the independent examination	
Considered whether the examination has identified a matter of concern that should be reported in the examiner's report	N/A
Checked that the examiner's report covers all of the matters required	Yes
If relying on the work of others in undertaking the independent examination, the examiner is fully satisfied with their work and that work has been fully documented	N/A
Signed and dated the examiner's report	Yes
Reported matters of material significance direct to the Commission	N/A
Exercised discretion and reported relevant matters direct to the Commission	N/A