

## ST CATHERINE'S CHURCH, LITTLETON

### ANNUAL REPORT AND FINANCIAL STATEMENTS OF THE PAROCHIAL CHURCH COUNCIL FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2018

#### Administrative information

St. Catherine's Church is situated in Church Lane, Littleton. It is part of the Diocese of Winchester within the Church of England. The correspondence address is The Rectory, Church Lane, Littleton.

The Parochial Church Council (PCC) is a charity excepted from registration with the Charity Commission. PCC members who have served from 1<sup>st</sup> January - 31<sup>st</sup> December 2018 are:

*Incumbent:*

The Revd Jax Machin

*Wardens:*

Mr Simon Kingston  
Mr Clive Thompsett

*Elected member of Diocesan Synod*

Mr Michael Coleman                      Treasurer until April 2018

*Representatives on the Deanery Synod:*

Mr Clive Thompsett                      Treasurer from August 2018

Mr Simon Kingston  
vacancy

*Elected members:*

Mr John Morrell  
Mrs Lucy Kington  
Mr Michael Lupton  
Mrs Margaret Harris (until April 2018)  
Mrs Carol Coleman  
Mrs Barbara Kingston                      Secretary  
Dr Ruth Meyers

- Treasurer from April 2018 to August 2018. (Resigned August 2018)
- Mr Chris O'Grady (from April 2018 until October 2018)

#### Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

#### Objectives and Activities

St Catherine's PCC has the responsibility of co-operating with the incumbent, the Revd Jax Machin, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church Room, Church Lane, Littleton.

#### Achievements and Performance

Review of the year

The church continues to run a wide variety of activities through the year and a summary can be found in the PCC's Annual Review of Activities.

In 2018 a diverse range of events were held, including concerts, talks, open gardens, walks, and the annual Safari Supper. As well as raising £5,820 valuable funds for the church, social events like these enable us to connect and engage with our local community many of whom are supportive of the church even if not necessarily active members of the congregation.

The PCC continued its policy of supporting the work of a range of mission partners with whom we seek to build long term relationships as well as providing much needed funding. The Mission Group has continued

to meet and provide guidance to the PCC on where we direct these donations. In addition, the Benefice has continued to support Karis Kids, a local Christian charity working with families in Uganda.

### Church Services and Attendance

At 31<sup>st</sup> December 2018 there were 168 members on the Electoral Roll. The total membership compares with 178 and 176 at the ends of 2017 and 2016 respectively. The reduction was triggered by correspondence concerning GDPR.

The monthly schedule of Sunday services in 2018 was as follows:

			Average attendance
1 <sup>st</sup> Sunday	4.00 pm	Café Church	15
2 <sup>nd</sup> Sunday	10.00 am	Family Communion (shorter format)	54
3 <sup>rd</sup> Sunday	10.00 am	Morning Worship	44
	6.00 pm	Peace and Wholeness Service	17
4 <sup>th</sup> Sunday	10.00 am	Family Communion	54

*Averages above show adult attendance and omit Easter Sunday and Christmas Day where the attendance figures were respectively 78 adults and 8 children and 71 adults and 3 children*

BCP Holy Communion - 9.30 am on 1<sup>st</sup>/3<sup>rd</sup> Wednesdays each month -average attendance 9

The following services also took place in church or in the parish: Weddings (1), Funerals and services of thanksgiving (10), Baptisms (5), monthly services at Flowerdown and Westholme care homes, Toddler Group services (3), Messy Church (3), Benefice Communion (1), Ash Wednesday, Mothering Sunday, Good Friday meditation, Ascension Day, Trinity Sunday, Littleton Show Service, All Souls, War Memorial (11<sup>th</sup> November), Posada, Advent compline, Carol Service and Crib Service. In addition, there were morning and evening prayers and other contemplative services which took place in the Church or the Church Room on other occasions throughout the year.

### **Financial Review**

Total receipts on ordinary unrestricted funds were £75,820 and are detailed in the Financial Statements. £77,827 was spent to provide the Christian ministry from St Catherine's Church, including the contribution to the Diocesan Common Mission Fund, which largely provides the stipends and housing for the clergy.

Two legacies totaling £10,300 were received during the year. These have been treated as exceptional items in the accounts. The church's investments performed broadly in line with the market in 2018; an unrealised loss of £956 is included in the accounts.

### **Reserves policy**

The PCC has decided not to have designated funds for specified purposes, instead we have one all-embracing General reserve. The reserve carried into 2018 is £58,431.

Funds are currently invested with the Central Board of Finance (CBF) Deposit Fund, CBF Investment Fund, and CBF Fixed Interest Fund. Cash deposits are also held at the National Westminster Bank and Barclays Bank.

**Signed on behalf of the PCC by Mr Clive Thompsett (Treasurer)  
& Revd Jax Machin (Incumbent and Rector of Downs Benefice)**

**St Catherine's Church  
Littleton**

**End of Year Financial Statements**

**Year ending 31st December 2018**

**St Catherine's Church**  
**Statement of Financial Activities**  
For the period from 01 January 2018 to 31 December 2018

	Unrestricted funds	Restricted funds	Total funds	Prior year total funds
<b><i>Income and endowments from:</i></b>				
Donations and legacies	73,955.19	3,960.00	77,915.19	77,934.34
Income from charitable activities	2,073.00	—	2,073.00	2,989.10
Other trading activities	8,755.62	—	8,755.62	8,824.29
Investments	1,336.33	—	1,336.33	1,251.75
Other income	—	—	—	21.86
<b>Total income</b>	<b>86,120.14</b>	<b>3,960.00</b>	<b>90,080.14</b>	<b>91,021.34</b>
<b><i>Expenditure on:</i></b>				
Raising funds	1,620.28	—	1,620.28	2,739.66
Expenditure on charitable activities	76,206.75	10,997.62	87,204.37	74,846.62
<b>Total expenditure</b>	<b>77,827.03</b>	<b>10,997.62</b>	<b>88,824.65</b>	<b>77,586.28</b>
<b>Net income / (expenditure) resources</b>	<b>8,293.11</b>	<b>(7,037.62)</b>	<b>1,255.49</b>	<b>13,435.06</b>
<b><i>Transfers</i></b>				
Gross transfers between funds - in	—	—	—	—
Gross transfers between funds - out	—	—	—	—
<b><i>Other recognised gains / losses</i></b>				
Gains / losses on investment assets	(956.21)	—	(956.21)	1,999.92
Gains on revaluation, fixed assets, charity	—	—	—	—
<b>Net movement in funds</b>	<b>7,336.90</b>	<b>(7,037.62)</b>	<b>299.28</b>	<b>15,434.98</b>
<b><i>Reconciliation of funds</i></b>				
<b>Total funds brought forward</b>	<b>51,094.47</b>	<b>147,662.87</b>	<b>198,757.34</b>	<b>195,322.36</b>
<b>Total funds carried forward</b>	<b>58,431.37</b>	<b>140,625.25</b>	<b>199,056.62</b>	<b>210,757.34</b>

21 February 2019

**St Catherine's Church**  
**Statement of Assets and Liabilities (bv code)**  
**As at: 31 December 2018**

<b>Class and nominal code</b>	<b>Note</b>	<b>General</b>	<b>Restricted</b>	<b>Total</b>	<b>Last year</b>
<b>Fixed assets - Investments</b>					
6430 : CBF Investment Fund		25,565.29	—	25,565.29	25,139.56
6431 : CBF Fixed Interest Fund		11,510.21	—	11,510.21	11,583.19
	<b>10</b>	<b>37,075.50</b>	<b>—</b>	<b>37,075.50</b>	<b>36,722.75</b>
<b>Fixed assets - Tangible assets</b>					
6433 : Church Room Asset		—	120,000.00	120,000.00	132,000.00
	<b>11</b>	<b>—</b>	<b>120,000.00</b>	<b>120,000.00</b>	<b>132,000.00</b>
<b>Current assets - Cash at bank and in hand</b>					
6501 : No 1 Account Natwest		549.29	—	549.29	6,271.04
6502 : No 2 Account Natwest		520.50	—	520.50	267.87
6503 : Barclays Community Account		675.15	8,625.25	9,300.40	18,162.99
6510 : CCLA (CBF) deposit account		20,693.29	—	20,693.29	5,665.29
	<b>12</b>	<b>22,438.23</b>	<b>8,625.25</b>	<b>31,063.48</b>	<b>30,367.19</b>
<b>Current assets - Debtors</b>					
6610 : Debtors		733.86	—	733.86	3,463.72
Z06 : Debtors - over 1 year		5,500.00	—	5,500.00	6,000.00
		6,233.86	—	6,233.86	9,463.72
<b>Liabilities - Creditors: Amounts falling due in one year</b>					
6601 : F1 Creditors		876.00	—	876.00	2,085.74
6602 : F2 Kevin Lay		6,440.22	—	6,440.22	7,710.58
	<b>13</b>	<b>7,316.22</b>	<b>—</b>	<b>7,316.22</b>	<b>9,796.32</b>
	<b>14</b>	<b>58,431.37</b>	<b>128,625.25</b>	<b>187,056.62</b>	<b>198,757.34</b>
<b>Represented by</b>					
Unrestricted - General		58,431.37	—	58,431.37	51,094.47
Restricted - Church Room		—	7,794.44	7,794.44	8,202.50
Restricted - Church Room Reserve		—	120,000.00	120,000.00	132,000.00
Restricted - Fabric		—	637.38	637.38	7,273.44
Restricted - Flower		—	193.43	193.43	186.93
	<b>14</b>	<b>58,431.37</b>	<b>128,625.25</b>	<b>187,056.62</b>	<b>198,757.34</b>

PAROCHIAL CHURCH COUNCIL OF ST CATHERINE'S, LITTLETON.

Statement of Financial activities for the year ended 31st December 2018

	Note	2018			2017		
		Unrestricted Funds	Restricted Funds	TOTAL	Unrestricted Funds	Restricted Funds	TOTAL
		£	£	£	£	£	£
<b>INCOMING RESOURCES</b>							
<b>Voluntary Income</b>							
Planned Giving / Envelopes		12633		12633	13898		13898
Parish Giving Scheme		29179		29179	26147		26147
St Catherine's Friends		3705		3705	3010		3010
Collections : Church services		2714	355	3069	3040		3040
Donations		4141	3605	7746	9771	570	10341
Tax reclaimed on voluntary income		11283		11283	11498		11498
<b>Other Ordinary Income</b>							
Fees		2073		2073	2989		2989
<b>Gross income from Activities</b>							
Magazine Sales		1406		1406	1429		1429
Sundries & Event Income	7	7350		7350	7418		7418
<b>Income From Investments</b>							
Interest		27		27	5		5
Dividends		1309		1309	1247		1247
<b>TOTAL INCOMING RESOURCES</b>		<b>75820</b>	<b>3960</b>	<b>79780</b>	<b>80451</b>	<b>570</b>	<b>81021</b>
<b>RESOURCES USED</b>							
<b>Grants</b>							
Giving to UK Based Charities	2	2150		2150	2400		2400
Giving to Overseas Based Charities	2	4004		4004	4100		4100
<b>Directly Relating to Work of Church</b>							
Ministry : Diocesan Common Mission Fund	3	48000		48000	44486		44486
Ministry : Clergy Expenses		2607		2607	3211		3211
Running Costs	4	6895		6895	6223	11	6235
Repairs & Maintenance	5	1248	2802	4050	2010	0	2010
Upkeep of Graveyard		1664	8182	9846	3403	380	3783
Asset Purchases		0		0	0		0
Costs of fundraising		90		90	271		271
Sundries	6	351	14	364	63		63
<b>Costs of Events &amp; Activities</b>							
Share of magazine costs		633		633	732		732
Events and other activities	7	1530		1530	2645		2645
<b>Church Administration</b>							
Parish Administrator	8	6729		6729	6473		6473
Redundancy	8	745		745			
Office, stationery, copier		1182		1182	1178		1178
<b>TOTAL RESOURCES USED</b>		<b>77827</b>	<b>10998</b>	<b>88825</b>	<b>77195</b>	<b>391</b>	<b>77586</b>
<b>NET RECURRING INCOMING (OUTGOING) RESOURCES</b>		<b>-2007</b>	<b>-7038</b>	<b>-9045</b>	<b>3256</b>	<b>179</b>	<b>3435</b>
<b>EXCEPTIONAL ITEMS</b>	9	10300	0	10300	10000	0	10000
<b>UNREALISED GAINS/(LOSSES) ON INVESTMENTS</b>	10	-956		-956	2000		2000
<b>NET MOVEMENT IN FUNDS</b>		<b>7337</b>	<b>-7038</b>	<b>299</b>	<b>15256</b>	<b>179</b>	<b>15435</b>
<b>BALANCES BROUGHT FORWARD</b> at 1st January 2017		51094	15663	66757	35838	15484	51322
<b>BALANCES CARRIED FORWARD</b> at 31st December 2018		<b>58431</b>	<b>8625</b>	<b>67057</b>	<b>51094</b>	<b>15663</b>	<b>66757</b>

**PAROCHIAL CHURCH COUNCIL OF ST CATHERINE, LITTLETON**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ending 31st December 2018**

any changes to the policies below compared to last year are denoted in BLOCK CAPITALS and strikethrough

**NOTE 1. ACCOUNTING POLICIES**

**a. General**

- The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and SORP 2006.
- The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and the revaluation of fixed assets. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

**b. Funds**

Funds held by the PCC are:

- *Restricted funds* - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund and interest is apportioned to individual funds on an average balance basis.
- *Unrestricted funds* - general funds which can be used for PCC ordinary purposes.

**c. Incoming resources**

All incoming resources are accounted for gross

***Voluntary Income***

- Collections and donations are recognized when received
- Planned giving receivable is recognized only when received.
- Income tax recoverable on Gift Aid donations is recognized when the related income is recognized.
- Grants and legacies are recognized when the PCC is legally entitled to the amount due.

**Income from investments**

Dividends and interest entitlements are accounted for when receivable.

**All other income**

All other income is recognized when it is receivable.

**Gains and losses on investments**

- Realised gains and losses are recognized when the investments are sold.
- Unrealised gains and losses are accounted for on revaluation on 31st December.

**d. Resources used**

Resources expended are accounted for on an accruals basis and are accounted for gross.

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. All other expenditure is generally recognized when it is incurred and is accounted for gross.

**e. Fixed Assets.**

- Consecrated and beneficial property is excluded from the accounts by s.96(2)(c) of the Charities act 1993. Costs associated with the maintenance and improvement of such assets are written off in the year they are incurred
- No value is placed on movable church furnishings held by the churchwardens on trust for the PCC.
- All OTHER capital expenditure is either written off as incurred if below £1000, or capitalised if over £1000.

**f. Investments**

- Investments are valued at market value on 31st December.

**g. Current Assets**

- Amounts owing to the PCC at 31st December are shown as debtors.
- Short-term deposits include cash held on deposit with the CBF Church of England Funds and at the bank.

**NOTE 2. GRANTS**

Grants that are £100 or over have been made to the following charities. The PCC seeks to build ongoing relationships with the organisations to whom we donate. The PCC policy is to donate circa 40% to UK and 60% overseas; this year is 35/65. We will endeavor to get closer in 2019.

	2018 £	2017 £		2018 £	2017 £
<b>UK Based</b>			<b>Overseas Based</b>		
Basics Bank	400	550	Open Doors Int'l	650	700
Night Shelter	500	550	Tearfund	650	700
Trinity Centre	800	850	Guyana Mission	504	500
City Chaplaincy	300	300	CMS	500	500
Messy Church	150	150	MAF	500	500
			OMF	500	500
			Karis Kids	200	200
			Brickworks	500	500
	<b>£2150</b>	<b>£2400</b>		<b>£4004</b>	<b>£4000</b>

In addition, the congregation contributed to the following charity appeals. The church books of account were used to collect donations and disburse payments.

	2018 (£)	2017 (£)
Toybox - Posada service ( this figure reflects the cash collected). In addition a number of cheques and credit card donations were made directly to the charity by members of the church )	195	130
Littleton Show, 2017 L&H Parish council. 2018 Hants and IOW Wild life & Winchester Bereavement	296	268
British Legion	272	
	<b>£763</b>	<b>£398</b>



### NOTE 3. DIOCESAN COMMON MISSION FUND

2018 was the final year for the five-year transition from the Quota system to Common Mission Fund. Littleton is assessed as being among the wealthiest parishes in the Diocese and, consequently, contributes generously to help less fortunate parishes in conurbations. The changes in CMF since 2014 are

	£	% Increase	Cumulative % Increase
2014	31209		
2015	36765	+17.8	+17.8
2016	40442	+10.0	+29.6
2017	44486	+10.0	+42.5
2018	48000	+7.9	+53.8

Our CMF for 2019 will be £49,613; an increase of 3.4%

### NOTE 4. RUNNING COSTS

The routine costs of running the church and providing regular services are:

	2018 (£)	2017 (£)
Upkeep of services	240	356
Children's church	260	241
Organist's fees	2054	1567
Subscriptions	299	351
Heat & light	1392	1695
Insurance (1)	1829	1345
Courses	0	319
Cleaning (2)	821	360
	<b>£6895</b>	<b>£6234</b>

(1) Change of renewal dates

(2) The church is now cleaned by external cleaners once a month during the winter. Other weeks are covered by our volunteers.

### NOTE 5. REPAIRS & MAINTENANCE

As is usual, a variety of repairs to our property have been necessary this year.

	2018 (£)	2017 (£)
Boiler Service	75	75
Organ repair & service	450	1040
Fire Extinguishers	130	315
Fire Risk assessment	114	420
Electrical testing	66	55
Nappy Bin Contract	94	90
Porch repair	108	
Sound System	108	
Feet for CR tables & Chairs	39	
Ladder	30	
Others	34	15
	<b>£1248</b>	<b>£2010</b>

A Quinquennial inspection was conducted during 2015. No significant issues were identified. The next review is due in 2020.

## NOTE 6. SUNDRY EXPENSES

	2018 £	2017 £
Courses	28	16
'Thankyou' Gifts	55	28
Kampala Gift	78	
Safeguarding Phone	28	
Remembrance plaques	63	
Coffee	81	76
Others	18	19
	<b>£351</b>	<b>£139</b>

## NOTE 7. FUND-RAISING ACTIVITIES

The following events have raised (net of expenses)

	2018 £	2017£
Concerts	1092	808
Great British Breakfast	500	
Safari Supper	795	630
Open Gardens	1467	
Autumn Sale	488	604
Harvest Supper	384	378
Faith & the Arts	1094	616
Car Boot Sale		605
Ensemble Champagne		495
Norman Rockwell		637
	<b>£5820</b>	<b>£4773</b>

## NOTE 8. BENEFICE OFFICE

	2018(£)	2017(£)
Administrator Costs	30,006	30,046
Contribution from fees	-8138	-9,320
<b>Total Benefice Administration</b>	<b>21,868</b>	<b>20,726</b>
Littleton share	30.77%	31.23%
Littleton charge	<b>6,728</b>	<b>6,473</b>

The lower contribution from fees was caused by a significant reduction in weddings across the benefice

One of our part-time administrators was made redundant in 2018; Littleton's share of the redundancy cost was £745.

**Staff costs.** During the year the PCC has had no employees. We pay a share of the costs of the benefice administrators, who are employed by Crawley PCC, through the Benefice Office Costs detailed above.

## NOTE 9. EXCEPTIONAL ITEMS

In 2018 the church received two legacies totaling £10,300. Both gifts were for the general fund and given without restriction. We are most grateful for the generosity of these donors.

## NOTE 10. UNIT TRUSTS

Dividends, as and when received, have been reinvested. The following investments are held as at 31st December 2018.

	Number	Price: 31st Dec	Mkt Value 31st Dec	Book Value 31st Dec
Central Board of Finance Investment Fund	1587	16.110	£25,565	£25,985
Central Board of Finance Fixed Interest Fund	7196	1.600	£11,510	£12,046
			<b>£37,075</b>	<b>£38,031</b>

All unit trusts have been valued at market price, of £37,075 in the balance sheet, with an appropriate adjustment for the decrease in their value, of £956 in the Statement of Financial Activities.

## NOTE 11. FIXED ASSETS

The church room was extended and refurbished in 2015 and has been capitalised on 1<sup>st</sup> September 2015 at a value of £160,000. It is being depreciated at a rate of 7.5% a year.

St Catherine's Church Room	Gross Book Value £	Depreciation £	Net Book Value £
1 <sup>st</sup> January 2018	160,000	28,000	132,000
2018 depreciation		12,000	
31 <sup>st</sup> December 2018	160,000	40,000	120,000

## NOTE 12. CASH DEPOSITS

The following accounts are held and the balances in each account are

	2018 (£)	2017 (£)
Central Board of Finance	20,693	5,665
National Westminster No 1 Account	549	6,271
National Westminster No 2 Account	521	268
Barclays Community Account	9,300	18,163
<b>Total</b>	<b>£31,063</b>	<b>£30,367</b>

## NOTE 13. LIABILITIES

Included within the creditors of the PCC are sums held on behalf of other organisations.

	2018 (£)	2017 (£)
General Creditors	876	2074
Kevin Lay Foundation	6,440	7,710
	<b>£7,316</b>	<b>£9,784</b>

General Creditors for 2017 included an accrued liability of £1519 in respect of repairs to the church fence as the contract for the work was signed in 2017 but the work was performed in 2018.

The Kevin Lay foundation money is held on behalf of the Trustees of that fund. The cash balance attracts interest and is available on call, as and when the trustees require it.

## NOTE 14. UNRESTRICTED & RESTRICTED FUNDS

### Unrestricted

Other than when money is given or raised for a specific purpose, the PCC has decided not to have designated or restricted funds. Church funds are instead held in an all-embracing General reserve. The reserve carried into 2019 is £58,431.

### Restricted

The PCC does not routinely use designated funds. In 2018 we had five restricted funds.

- The Church and Graveyard Fund - to be spent on work to the church building or graveyard.
- The Graveyard Fund- to be spent for non-routine projects in the Graveyard
- The Church Room Fund - to be spent on the Church Room Project
- The Flower Fund can only be used for church flowers.
- The Church Room Reserve is the written down value of the £160,000 valuation of the Church Room in 2015. It is being written off over 13 years

### Restricted Fund Movements in 2018

	1 <sup>st</sup> Jan 2018 £	Incoming £	Outgoing £	31 <sup>st</sup> Dec 2018 £
Church & Graveyard	7,273	0	7,091	182
Graveyard	0	455	0	455
Church Room	8,202	0	408	7794
Flowers	186	20	13	193
Church Room Reserve	132,000	0	12,000	120,000

**Independent Examiner's Report to the members/trustees of St Catherine's Church, Littleton, Parochial Church Council.**

I report on the accounts for the year ended 31st December 2018 which are set out on the preceding pages.

**Respective responsibilities of the Trustees and Independent Examiner**

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the 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 a full audit, and consequently I do not express an audit opinion on the accounts.

**Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention


1. which give me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with s.130 of the 2011 Act; or
- to prepare accounts which accord with these accounting records 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.

Graham Ward

7 Dale Close, Littleton, Winchester

 14/3/19