



Richmond Furniture Scheme

Your local furniture re-use charity

Annual Report 2019-2020



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Welcome to our Annual Report for 2019-2020

In this year's annual report, we reflect on the financial year ending March 2020 and review plans for the future.

2019-20 was a very eventful year culminating in lockdown due to the Covid-19 pandemic:

- total **income** decreased from 2018-19 -5% to **£146k**;
- **386** households in need were supported;
- customers **transactions** were **1530**, -1.5%;
- Major **software developments to improve Gift Aid management, inventory control and financial reporting**;
- A **pop-up shop in Putney** helped **raise £17k** and provided a retail base to support the community at the opposite end of the Richmond Upon Thames borough from our traditional base in Twickenham.



Principle objectives of the Scheme

Relief from hardship

Alleviate the effects of poverty by providing access to affordable furniture

Reducing waste

Reduce waste to landfill through furniture re-use and recycling

Volunteering

Offer the community opportunities to volunteer, gain work experience and learn new skills

Chair's foreword

2019/20 has been a year of major change for Richmond Furniture Scheme which saw Simon Westgarth join the Scheme as interim Scheme Manager and then permanently appointed as CEO in April. We also saw major developments with our IT systems and the onset of the Covid-19 pandemic.

Revenues declined by £7.4k. Lock down at the end of March stopped solid sales performance in its tracks and contributed to some of the reduction. We also saw a marked decline in clients referred to us from the Local Assistance Scheme with income down by 30%. We are glad to report that referrals are back to more “normal levels” following some changes to the way the Local Assistance Scheme is being run. Costs rose by £6.5k, partly as a result of costs for the Putney pop-up, an increase in expenditure on IT and rising demand for Frenchic furniture paint.

Sales revenue to the general public increased by 10%. This reflects the success of the Putney Pop-up which generated £17k in revenue. Putney was also a partnership with Wandsworth Oasis charity who we shared the space with, and we benefitted from a team effort to run the store.

Without the support of our staff and volunteers, none of this would be possible. Liliana Tomas took on the role of Scheme Manager until the arrival of Simon Westgarth in July 2019. Liliana was able to provide stability and continuity during this period and I would like to say thank you for her huge effort. With our support and blessing, Liliana returned to part-time study on an interior design course in November, and Joyce Stilwell, who brings with her years of financial management and administrative experience, joined the team in February as part-time Office Administrator.

We have many volunteers who have supported the Scheme in the last 12 months, 70 in total. One volunteer in particular, Derek Papworth, deserves a special mention. Derek has helped transform the Scheme's data management by building applications that enable us to schedule furniture donations and deliveries, register Gift Aid, catalogue inventory and log sales transactions. This has simplified data recording and, since we changed the process for registering Gift Aid, we have seen the proportion of Gift Aid related sales quadruple. All of this has changed life for some of our volunteers who have had to get used to tablets and other mobile devices for recording customer transactions and managing GDPR.

The Scheme has seen a diverse range of volunteers come and go in the last 12 months. In addition to our regulars, we have seen a lot of new volunteers from a variety of settings including students from Richmond College and Teddington School, members of the local community, The Vineyard Church in Richmond and many others. We are looking to build on this and, with the support of funds from Hampton Fund, have recently appointed a Volunteer Coordinator, Lucy Stepan, to help further develop this area.

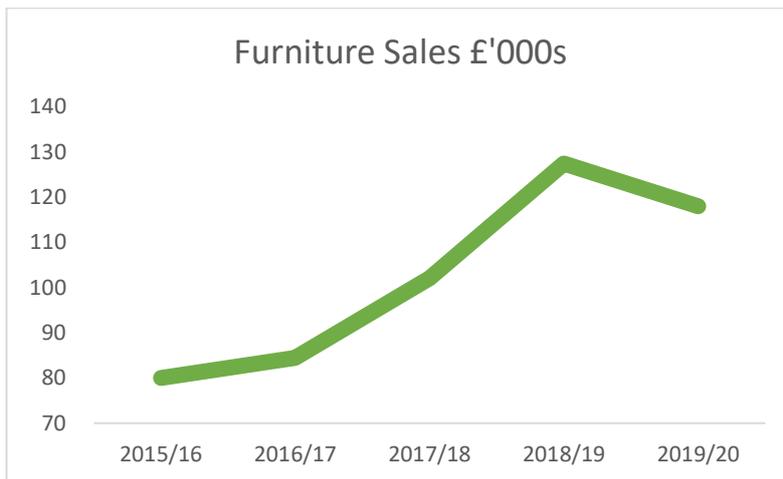
The trustee team has remained unchanged for the last 12 months bringing all their wealth of experience and support to the Scheme.

J.W.Hallett

Trustees'/directors' report

1. 2019 – 2020 key numbers and activity

We had a slightly less successful year 2018/19 due to business being interrupted by Covid-19 combined with fewer referrals from the Local Assistance Scheme which resulted in a reduction in furniture sales of **-£9.5k from 2018/19**. Sales to the **general public**, however, were **up by 10%**.



We supported

400

households who needed help.

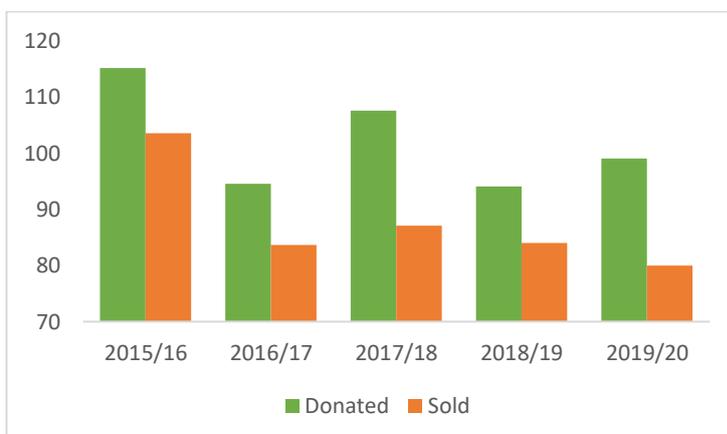
70 volunteers contributed an estimated

3,000 hours

to help the Scheme

Donations

100 tonnes of furniture donated. This makes a total of **510 tonnes** of furniture donated in the last **10** years.



Sales

84 tonnes of furniture sold.

Just under **438 tonnes** of furniture sold in the last **10** years.

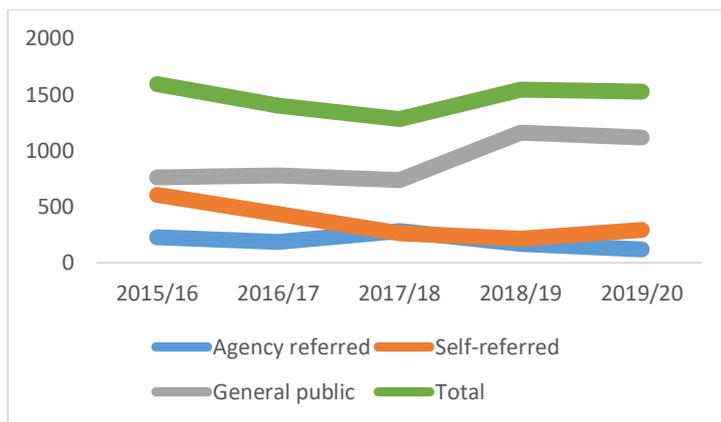
Sales tonnage is less than last year but that does not mean that 16 tonnes of furniture has been scrapped. With the Putney pop-up shop and storage facilities in Fulham and Surbiton coming on stream, we have been able to store some stock at other locations without having to scrap.

Our Scheme **van** operated for **241 days** completing **1621 visits**.

2. Customers

Richmond Furniture Scheme’s customers include those receiving state benefits and members of the public. The figure below shows a rise in self referrals and a decline in agency referrals versus 2018/19.

The bulk of our referrals come from the London Borough of Richmond Upon Thames’ Local Assistance Scheme (LAS), and 2019/20 saw referrals stop between October and January (44 fewer referrals in the period versus the 2018/19). The LAS has since addressed the issues that caused the cessation, and we have seen a much steadier stream of referrals coming to the Scheme.



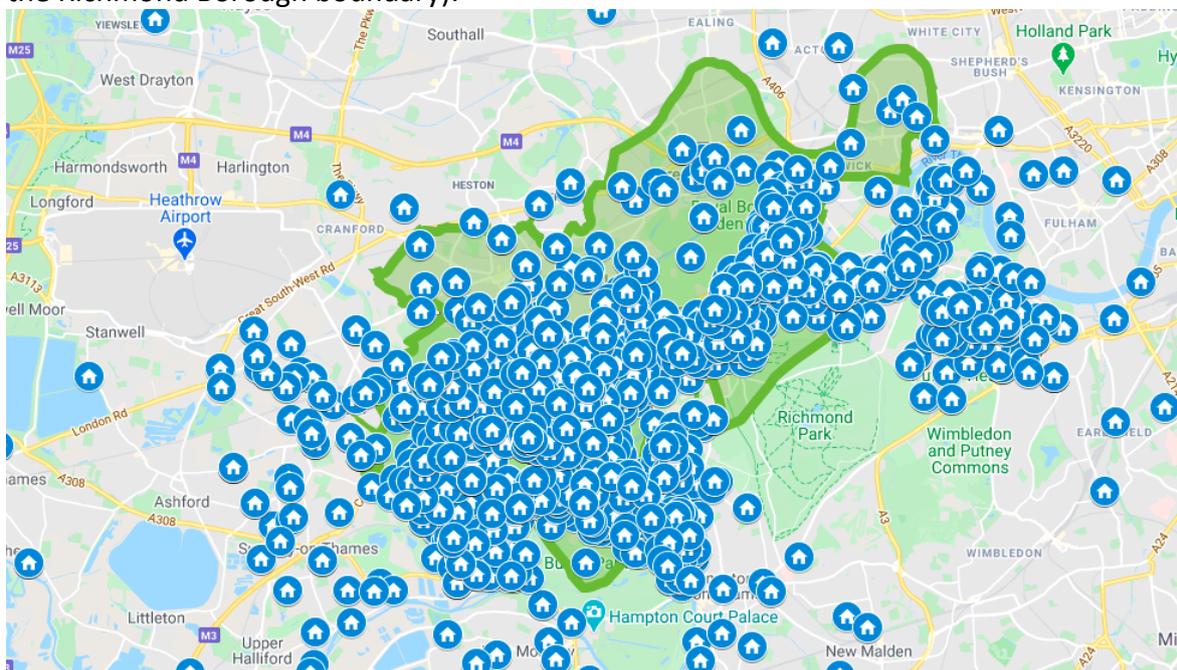
2019/20 split %

Category	%
Agency referred	8
Self-referred	19
General public	73

The Scheme has a Richmond Borough focus, and this is where the majority of our customers and donors reside. However, from post code data we have collected, some are from much further afield.



By having a pop-up in Putney, the Scheme had a much better penetration to the East of the Borough of Richmond and will aim to continue this trend. The following illustration shows where the bulk of donations and purchases were based (the area shaded green is the Richmond Borough boundary).



3. Funding and grants

Richmond Furniture Scheme works with a range of agencies and grant providers. In 2019/20 The Scheme received **£22.5k** in agency referred-grant funding, for people in need, to help them acquire essential, affordable furniture. Here are the groups we worked with last year.



The Scheme also benefits financially in other ways.

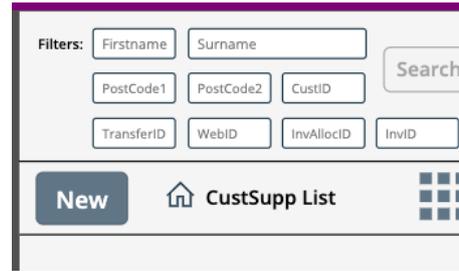
Benefactors	Donation or benefit
London Borough of Richmond Upon Thames	£15,700 rentable value of the site at Fortescue Avenue
Richmond Parish Lands	£5,800 to support operations and £500 for IT equipment

4. Systems development

The last 12 months has seen a great deal of development in our core systems. The focus has been on streamlining data capture and improving how we manage Gift Aid. We have reduced paper usage considerably and improved communication by e-mailing collection and delivery confirmation to customers.

Derek Papworth is the chief architect and programmer. His IT skills have driven the system development and we are extremely grateful for his help and ongoing support. We have also benefitted from Microsoft's support for charities whereby we receive free access to their suite of office products and databases.

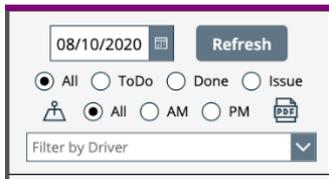
One result of all this hard work will be a web-shop. The system has been built and tested on a test database and we are refining our processes to be able to launch by Christmas.



1 Customer data screen menu



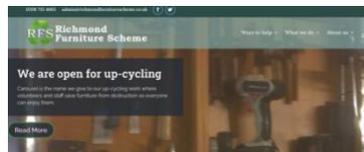
2 Reports screen menu



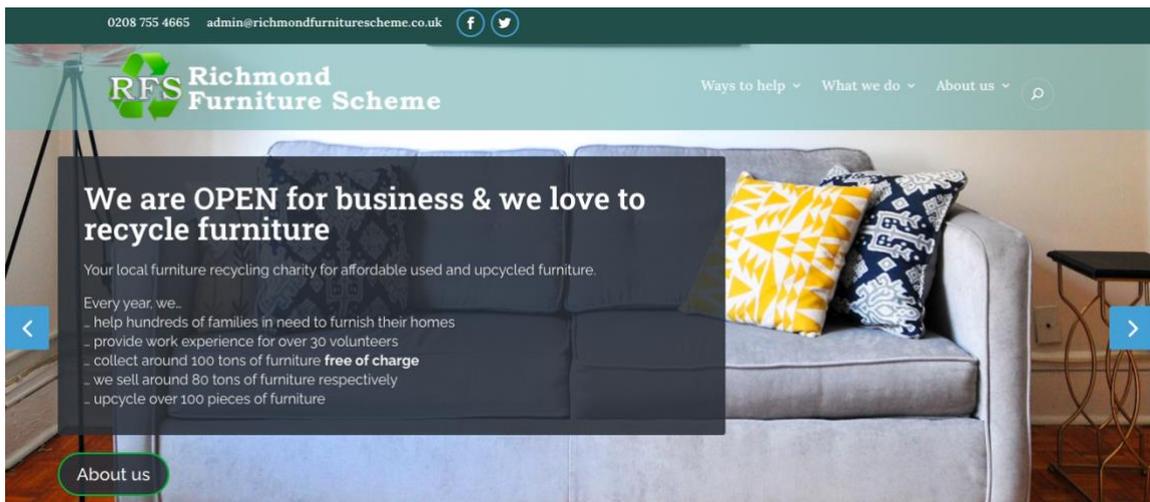
3 Driver's app menu and map



4 Delivery and collection calendar



We have a new website and since its launch we have seen its popularity rise.



5. Team development



The Scheme has seen three new starters. Simon Westgarth joined in July 2020 as Interim Scheme Manager. His general management experience helped the Scheme to set-up Putney as a pop-up shop, manage logistical and reporting challenges and direct systems development. Simon had been looking at a potential career with the Metropolitan Police but decided to stay. He was appointed Chief Executive Officer in April 2020.

Joyce Stilwell joined as Office Administrator bringing with her several years of finance and book-keeping experience. Joyce has been instrumental in helping the Scheme transform its book-keeping processes and reporting.

Lucy Stepan is our latest recruit. Lucy joined as Volunteer Coordinator 1 October 2020 thanks to the support of Hampton Fund. This role is a vital next step in supporting our volunteer community and we will introduce more structure to the volunteering experience in order to ensure that volunteering at the Scheme can be as fulfilling an experience as possible.



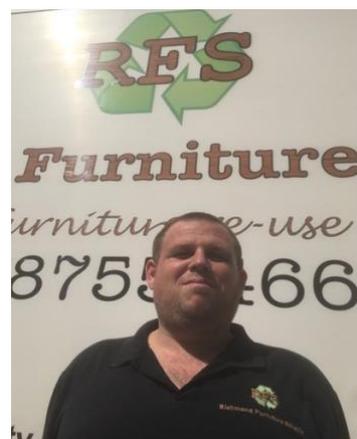
6. Volunteering

Volunteers at the Richmond Furniture Scheme come in all shapes and sizes. We had volunteers from the general public, from schools and colleges, some who did community service and even the odd trustee. We have a very eclectic mix of people and we are keen to support as many volunteers as we can in order to offer opportunities to the community.

Volunteers engaged in a wide range of tasks and listed below are areas that we benefited greatly from help:

- Retail and warehouse support
- Van operations
- Office support
- Tidying and cleaning (this one never stops)
- Furniture repair
- Up-cycling
- Re-cycling
- Construction and site repair
- Gardening
- Training
- Emergency support!

There are a few stories in the projects and events section below but, suffice to say, with a list as varied as the one above, we have needed a wide range of help and support.



Paul Skilling (pictured right), has celebrated six years as a volunteer with the Scheme. We celebrated with cake! Paul volunteers in our warehouse supporting customers as well as operations. He is now a wizard with the new systems that we have implemented.

7. Location, location, location...



The Scheme broke new ground by having a pop-up shop in Putney on the Upper Richmond Road. We worked in partnership with Wandsworth Oasis with whom we shared the space. Many volunteers helped out and one in particular, Raymond Figgins, became a tremendous supporter of the shop from Christmas 2019 until we had to vacate in August 2020.

While Putney has closed, what we learned from our experience will enable us to replicate the model elsewhere. We are looking for new retail opportunities where practical.

The Scheme expanded its storage facilities in Surbiton and Fulham. Both of these locations are on pop-up leases which means we get the space free of charge.



8. Projects, events and the odd emergency

Here are a few of the stories and events from the last year:

Teach a group of people DIY



The Vineyard Church ran a project called the Roots Programme, helping people who had been homeless to receive essential life skills and wellbeing support. RFS was asked to help teach a group of people essential DIY skills and our volunteers created and ran a fantastic workshop in February. Huge fun was had assembling leaflet display stands.

Need a bed in a hurry



The Scheme had a distress call – could we supply a bed to a gentleman who had lost his possessions in house fire the night before and had nothing? We had a spare and so we supplied the bed to his daughter's house that evening in the trusty RFS van thanks to volunteer support from Duncan.

The Scheme also donated and supplied a bunk bed to a single mum in Hounslow following a distress email. Just occasionally, all the stars align and we are able to achieve the right result.

Climate change agenda

Richmond Furniture Scheme supported the borough's climate change initiative and attended a conference at York House.

Christmas Carol-Sell



7 December saw the Scheme throw a party for the local residents. Volunteer, Mary Carr, baked cakes, biscuits and assorted goodies. Bric-a-brac sales were brisk and prizes were handed out in the raffle. There was even a crockery smashing competition in the back of the van.

Storage, we need storage – help!



The Scheme has increased its stocks of furniture but this presents a storage problem. As well as furniture, carpet is also stored there.

Teams of supporters have helped us to move vast amounts of furniture into storage and the Scheme is extremely grateful for the volunteer support we have received.

The odd flight of stairs



Moving furniture is often hard work. Thanks to modern smart phones, this can now be measured. Simon and Francis recorded personal bests in Teddington and Twickenham by tackling 86 floors (there was a lot of stuff!).

The RFS big build



A team of willing volunteers and a dog, Narla, came to Fortescue Avenue to erect shelters for working under and storing items in the yard. Since the initial build the team has come up with more ideas as to how we can add more storage and tidy up the working environment.

And finally...

Here is a testimonial from a customer about one of our valued volunteers;

I would like to take the opportunity to give feedback on Ray who currently is in the Putney Pop Up store on Upper Richmond Road.

Ray is such an asset to this brilliant company and has been so kind, caring and helpful during our search for furniture. He truly has gone above and beyond and I cannot thank him enough for his thoughtfulness especially towards our son who seems to adore him!

We have visited many times in the last week in order to sort out a family members home and his suggestions, patience and kindness have made us come back and feel at home each time.

Please pass this on to anyone or any department that should know. He truly is a gem. We will recommend your great services to all our friends.

9. Covid-19 – impact on the Scheme and the outlook for 2020/2021

Corona virus had an immediate impact on the Scheme. We lost the last two weeks of trading in March due to lockdown, and we then saw a trickle of income in the first 10 weeks of the new financial year. The Scheme maintained a skeleton office staff throughout lockdown and **furloughed three operational staff maintaining 100% salary throughout. The Scheme made a serious incident report to the Charity Commission.**

We used lockdown to **prepare to re-open** review our risk assessments, and making the Scheme **Covid-19 safe.**

In addition to furlough support, the scheme benefited from a **business interruption grant of £10k. Government support** has cushioned the financial impact of missing income from first 10 weeks of the new financial year.

While the economic outlook resulting from the pandemic must remain uncertain, trading since lockdown eased in June has been very strong. The Scheme has benefited from the fact that the housing market is moving again and there was pent up demand for people to change their furniture. We have also seen grant referrals picking up again as people are housed and furniture needs are met.



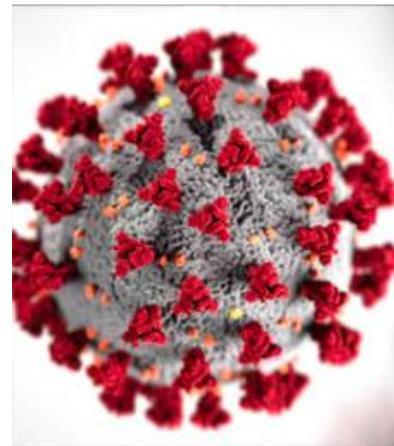
As a result of people being furloughed, and the strange times that everyone has been experiencing, the Scheme has **recruited new volunteers** and one of these, Lucy Stepan, has since become a full-time employee.

2020-2021 will provide challenges. At the time of writing this report, the future direction of the pandemic is very uncertain. The Scheme will continue to work hard to support the community, drive revenue and take advantage of the favourable trading conditions as we don't know what might be around the corner.

Opportunities will present themselves and the Scheme is well placed to take up the challenges. We have been approached to consider a number of initiatives including:

- Donations of foodbank food
- Tech recycling
- Retail opportunities
- Collaborations with other charities

Not everything will be achievable but we will push ourselves to do more for the community.



Staying COVID-19 Secure in 2020
We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1047)

Information about how and why we operate

1. Principal activities

Richmond Furniture Scheme accepts and collects donations of furniture from the general public in the London Borough of Richmond upon Thames. It stores, repairs as necessary, displays and sells at discounted prices to people in need and at marginally higher prices to the general public. The Scheme also provides volunteering opportunities, training and work experience.

2. Background

Richmond Furniture Exchange was established in 1990 and became a registered charity in 1992, changing its name in 1997 to the Richmond Furniture Scheme. From 1st April 2010 the assets of the Scheme were transferred to Richmond Furniture Scheme, a newly formed company limited by guarantee and registered as a charity.

3. Objectives

The Scheme's objectives, as specified in its Memorandum of Association and agreed by the Charities Commission are the:

- Prevention and relief of poverty by supplying donated furniture and household goods at minimal cost to people in need
- Protection and preservation of the environment by encouraging reuse/recycling of donated furniture and household goods
- Relief of unemployment for the benefit of the public in such ways as may be thought fit, including the provision of training, employment, work experience and volunteering opportunities.

Governance

1. Board

The governing body of the scheme are the Trustees/Directors, none of whom is paid. The Trustees/Directors who supported the Scheme in 2019 and 2020 are:

John Hallett	full year
Cllr Annie Hambidge	full year
Mithu Sengupta	full year
Jack Stephen	full year
Nicola Anson	full year

Trustees/directors are recruited by advertisement, networking and personal contact; they are all asked to identify areas of interest. Their main responsibility is to ensure the good governance of the Scheme by strategic and financial planning, approving and monitoring expenditure, and ensuring sufficient funding is in place. The Trustees hold regular meetings with their appointed CEO where they review operational and financial performance reports and discuss and take decisions on the direction of the Scheme.

2. Management and staff

We have seven paid employees (six FTE). We have Chief Executive Officer, Simon Westgarth, who oversees all aspects of day-to-day business. Simon is supported by two part-time Office Administrators, a Volunteer Coordinator, a Showroom/Warehouse Supervisor, a Van Driver and a Van Driver's Assistant.

Liliana Tomas deserves special mention. Liliana became Scheme Manager after the previous manager left and retained the role until 30 June 2020. Liliana worked tirelessly to manage operations during this time and deserves praise and thanks for holding everything together during this time.

3. Risk and internal controls

The trustees have overall responsibility for ensuring that the Scheme has an appropriate system of controls in place - financial and otherwise. They are also responsible for safeguarding the assets of the Scheme and hence for taking reasonable steps in the prevention and detection of fraud and to ensure data protection and other assurance against irregularities such that:

- The Scheme's assets are safeguarded against unauthorised use
- Proper records are maintained so that financial information used within the Scheme or for publication is reliable
- The Scheme complies with relevant legislation and regulations.

As part of the Scheme's system of internal control, the trustees supported by the CEO, record and review risks including their likelihood of occurrence and potential impact and review associated actions to mitigate these.

Administrative details

1. Status

Richmond Furniture Scheme is registered as a Charity in England and Wales (1133019) and as a UK Registered Company Limited by Guarantee (7001417).

2. Registered Office and Business Address

1a Fortescue Avenue
Twickenham
Middlesex
TW2 5LS

3. Contact Details

Telephone	020 8755 4665
Email	admin@richmondfurniturescheme.co.uk
Website	www.richmondfurniturescheme.co.uk

4. Trustees/Directors at Year End

Nicola Anson
John Hallett (Treasurer and Secretary)
Annie Hambidge
Jack Stephen
Mithu Sengupta

5. Scheme Manager

Simon Westgarth

6. Accounts Examiner

Hyatt & Co
Onslow Hall
Little Green
Richmond
TW9 1QS

7. Bankers

Cafbank Ltd, Kings Hill, West Malling, Kent

8. Insurance

David Edwards Insurance Brokers Ltd
WRS Insurance Brokers Ltd
Ansfar Insurance

Financial statement

Richmond Furniture Scheme Statement of Financial Activities - April 2019 to March 2020

<u>Incoming Resources</u>		notes	Unrestricted Funds	Restricted Funds	Total 2019/20	Total 2018/19
		1	£	£		£
Grants	Barnes Workhouse Fund		-	-	-	-
	Hampton Fuel Allowment Charity		-	-	-	-
	LBRT (National Rent)		-	15,700	15,700	15,700
	Hampton Fuel Allowment Charity Van Fund		-	-	-	-
	Tesco		-	-	-	1,000
	Alecto Trust		-	-	-	1,000
	Richmond Parish Lands		-	6,300	6,300	6,800
	Rotary Club of Twickenham upon Thames		-	-	-	-
			<u>22,000</u>	<u>22,000</u>	<u>23,500</u>	
Income From Charitable Activities	Sales to Refermed Clients		34,934	-	34,934	49,297
	Sales to Non- Refermed Clients		80,992	-	80,992	71,105
	Sales Retail Outlet		17,188	-	17,188	-
	Training/Work Experience		125	-	125	-
	Carousel		571	-	571	4,789
	Paint Sales		4,100	-	4,100	2,238
			<u>117,910</u>	<u>-</u>	<u>117,910</u>	<u>127,429</u>
Other Income	Bank Interest		645	-	645	467
	Donations incl Gift Aid		5,657	-	5,657	2,175
	Other		-	-	-	-
			<u>6,302</u>	<u>-</u>	<u>6,302</u>	<u>2,642</u>
Total Incoming Resources			<u>134,212</u>	<u>22,000</u>	<u>146,212</u>	<u>153,570</u>
<u>Resources Expended</u>						
Collection & Distribution	Transport Costs		35,317	-	35,317	35,189
Overhead costs	Employee Costs	2	63,608	5,800	69,408	67,964
	Volunteer Expenses		4,872	-	4,872	4,399
	Rent & Rates (LB of Richmond)		-	15,700	15,700	15,700
	Insurance		2,625	-	2,625	2,754
	Utilities		4,813	-	4,813	3,770
	Office equipment/finance/computer		6,736	1,500	8,236	5,499
	Repairs/maintenance/tools/materials		1,006	1,000	2,006	1,659
	Printing & Publicity & Postage & Stationery		1,153	-	1,153	1,698
	Training/health & safety		-	-	-	1,174
	Retail Outlet Cost		2,848	-	2,848	-
	Carousel Materials		162	-	162	805
	Paint Supplies		2,995	-	2,995	1,728
	Depreciation		1,099	-	1,099	1,100
	Sundry Office Expenses		2,133	-	2,133	1,791
	Fees and charges		1,607	-	1,607	2,071
Capital Expenditures, Funded by Grants	New Portacabin		-	-	-	-
Total Resources Expended			<u>130,966</u>	<u>24,000</u>	<u>154,966</u>	<u>148,480</u>
Net Movement in Funds			<u>(6,753)</u>	<u>(2,000)</u>	<u>(8,753)</u>	<u>5,109</u>

Richmond Furniture Scheme

Notes forming part of the financial statements for the year ended 31 March 2020

Basis of preparation

Accounting convention

The financial statements are prepared under the historical cost convention in accordance with the Financial Reporting Standard 102 and Accounting and Reporting by Charities – Statement of Recommended Practice (SORP) and with the Charities Act 2011.

Incoming resources

These are included when the charity becomes entitled to them.

Resources expended

Expenditure is included on an accruals basis.

Tangible fixed assets and depreciation

All assets costing more than £500 are written off on a straight-line basis over a period of 3-5 years.

Note

1. Grants Receivable

Unrestricted grants are those provided to meet the general running costs of the Scheme.

Restricted grants are provided for specific purposes.

All grants received in 2019/20 were restricted.

Restricted Grants	Purpose	Balance	Additions	Utilised	Balance
		b/fwd			c/fwd
		£	£	£	£
UBRT Grants					
Notional Rent	Rent	0	15,700	15,700	0
New Workshop	New Workshop	1,843			1,843
Richmond Parish Lands	Employee Costs	0	5,800	5,800	0
Richmond Parish Lands	IT Equipment		300	300	
Richmond Parish Lands	Carousel	2,500			2,500
Anonymous	Web site improvement	1,000		1,000	0
Tesco	Office improvement	1,000		1,000	0
		<u>6,343</u>	<u>22,000</u>	<u>24,000</u>	<u>4,343</u>

2. Staff costs and trustees' remuneration

No employees received remuneration amounting to more than £25,000 in the year. Trustees received no remuneration (2019/20 – Nil) and were not reimbursed for any expenses in the year (2018/19– Nil).

3. Fixed Assets		£
Cost at 1 st April 2019		62,267
- Additions in year		Nil
Cost at 31 st March 2020		62,267
Depreciation at 1 st April 2019		61,656
- Depreciation for year		1,099
Depreciation at 31 st March 2020		62,655
Net book value at 1 st April 2019		1,111
Net book value at 31 st March 2020		12

4. Debtors	
Sales:	£ 6,473
VAT:	£ 896
Total:	£ 7,369

5. Creditors	
Amounts falling due within one year	
Suppliers:	£2,803
Accruals:	£1,100
Total:	£3,903

Creditors: Amounts falling due after more than one year
There were no such liabilities due.

6. Designated Funds	
£7,000 is designated for property refurbishment.	

Richmond Furniture Scheme
Balance Sheet as at 31st March 2020

(Company No 7601417)

	Notes	£	£	2020		2019	
		£	£	£	£	£	£
Fixed Assets							
Property and Equipment	3			12			1,111
Current Assets							
Stock of Paint		1,190			778		
Debtors	4	7,369			5,502		
Cash at Bank		105,274			124,230		
Petty Cash		348			82		
			114,181			130,592	
Current Liabilities							
Suppliers/accruals	5	3,903			12,660		
			3,903			12,660	
Net Current Assets				110,278			117,932
TOTAL NET ASSETS				£110,290			£119,043
Representing							
Unrestricted Funds							
Beginning of the year		105,700			102,591		
Surplus/(Deficit) for the year		(6,752)			3,108		
End of the year			98,947			105,700	
Restricted Funds							
Beginning of year	1	6,343			4,343		
Surplus/(Deficit) for the year		(2,000)			2,000		
End of the year			4,343			6,343	
Designated Funds							
Beginning of the year	6	7,000			7,000		
Designations released for the year							
End of the year			7,000			7,000	
TOTAL RESERVES				£110,290			£119,043

For the year ending 31st MARCH 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' Responsibilities

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 478.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the provisions of the small companies' regime.

J. W. Hallett

J W Hallett - Director/Trustee

Approved by the Board of Directors/Trustees on 29th June 2020

Independent Examiner's Report to the Trustees of Richmond Furniture Scheme

I report on the accounts of the Richmond Furniture Scheme for the year ended 31st March 2020.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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 on accordance with the General Directions given by the Charity Commissioners. 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 disclosure 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 I do not express an audit opinion on the view given by the accounts.

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 to 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.

Name: H. A. HART, C.

Relevant professional qualification or body:

FCA

Address:

Oldham House
Little Green
Richmond

Date:

13th February, 2020