

Independent examiner's review of the 2025-26 accounts of Lisvane Memorial Hall (Charity nos: 524175 & 1211212)

16th May 2026

To the Trustees of Lisvane Memorial Hall

I have reviewed the accounts for the period ended 28 February 2026 for both charities. In doing so, I have agreed the opening and closing positions to the bank statements and have traced a sample of receipts and payments to backing documentation, and the bank accounts. I did not find any material matters of concern, and hence include, as attached, a clean report, alongside my presentation of the accounts for the period.

This year's review, in line with the previous year's review, was complicated by the dual charity reporting, and the initial accounts presented had not split the transactions between the two charities. The second version received had done that, but as noted below, there were a number of misclassifications in those accounts re splitting between the two books, and therefore I re-worked the accounts back to the bank account statements, as being the single source of truth re the split of the income and expenses between the two sets of books.

Here is a summary of the amendments made:

- Sign convention - the 2024-2025 accounts had expenses as negative numbers, whereas 2025-26 had them as positive numbers. I have corrected this.
- Reformatting of the accounts and tidied up their presentation.
- Preparing the accompanying notes pages which were missing. Same issue as previous years.
- Amended some missing formulae and erroneous formulae in the Income/Expenditure tabs.
- Added column subtotals to Income/Expenditure tabs for the two charities to help audit vs the accounts.
- "Closing Bank Balances" and "Closing Total Bank Balances" lines of the accounts did not match for each charity (the combined matched) - I have corrected for this.
- 'Corrected Old vs New charity classifications by reconciling to bank statements and amended anomalies (as noted above). Multiple items being shown in the incorrect charity. As noted, this was a significant issue and had to be reconciled on a transaction-by-transaction basis.
- £9.94 of expenses in wrong month (as well as wrong charity), and £778.63 of expense in wrong month.
- Transfer into New charity of £10,000 was missing on Income schedule for Feb 26 and out of old charity on the expenses schedule. I have had to assume the £10,000 was transferred as a "donation" from the old to the new charity and have adjusted the accounts to reflect this. There was no documentation to support the treatment of this transfer (e.g. as a non-repayable donation, or loan), so have assumed the former.

In addition, I have some control recommendations for the Trustees as follows:

- Invoices do not state which charity is invoicing for the services. Going forward would recommend incl. charity number for clarity.
- Similarly the Trustee Minutes do not evidence that they cover both charities.
- Two one-off hires tested had overpaid vs the email confirmations. Not clear if this was an error that should be repaid to the hirer, or due to poor record keeping re discrepancies like tablecloth hire. I recommend that the process is reviewed to ensure that evidence for changes is maintained.

- No evidence for one of the sample of refunds tested (10 out of population of 32 were tested). Primary evidence of clearing bank was evidenced for all 10 sampled. Similar recommendation re keeping of evidence is advised.

I note that these control recommendations remain from the previous years:

- Although consistent with the prior periods, given that Clare Cann, the administrator, is a direct relation of one of the Trustees, I would recommend that the other Trustees regularly review 1) that the price charged is "arm's length" and at a defensible market rate and 2) that the hours charged are reasonable for the work that she undertakes.
- As noted last year, there are missing invoices for the one-off hires as they pay in advance. I would continue to recommend invoices are produced and sent in order to evidence the transaction. The evidence provided to me for such hires was mainly email based.

I would be delighted to discuss any of these issues/recommendations further, should you require.

Yours sincerely

A handwritten signature in black ink, appearing to read 'DAinsworth', written in a cursive style.

David Ainsworth MBA MA BFP FCA