Independent Examination Notes
Hurstpierpoint Village Centre
Year Ending 31st March 2026

Direction 1: Check whether the charity is eligible to have an independent examination
The examiner must check to see if the charity is permitted to have an independent examination or whether it is required to have an audit by charity or company law or for any other reason. If the trustees have chosen to prepare the accounts on a receipts and payments basis, the examiner must check that the charity is eligible for receipts and payments accounts.

The charity is registered at the charities commission under the number 305265, its objectives are to provide public space for hire to the community of Hurstpierpoint and the surrounding area. "To promote the benefit to the inhabitants of Hurstpierpoint and neighbourhood (hereinafter called "the Area of Benefit") without distinction of sex or political, religious or other opinions by the provision and management of a Village Centre (hereinafter called "the Centre") for the advancement of education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants"

Its governing document is a CONSTITUTION ADOPTED 19/02/1965 AS AMENDED ON 22/05/1975 AS AMENDED ON 03/11/2003 AS AMENDED ON 29/06/2011 AS AMENDED BY ORDER DATED 18/04/2005 as amended on 20 Feb 2019 as amended on 20 Feb 2019 as amended on 20 Feb 2019

It is managed by 1 trustee - Hurstpierpoint & Sayers Common Parish Council

Key Stats	**2026**	**2025**	**2024**	**2023**	**2022**	**2021**
Gross assets	£536,618	£540,624	£536,226	£535,833	£540,945	£535,463
Net Assets	£536,618	£536,835	£533,469	£529,840	£529,230	£535,463
Income	£65,342	£62,987	£55,732	£50,531	£54,810	£19,309
Expenditure	£65,360	£59,621	£52,103	£49,921	£61,043	£31,183

Gross assets include leasehold land & buildings book cost £443,842.

A charity is required to have an audit for financial years ending on or after 31 March 2015 if either its gross income exceeds £1m, or its gross income exceeds £250,000 and the gross assets (not net assets) exceeds £3.26m.

If the gross income for the year is £25,000 or less, an independent examination is not required, but the trustees may decide to have one if they wish.

If the gross income of the charity exceeds £250,000, then only persons who are members of one of the listed bodies can undertake the examination

If the charity is not a charitable company (a charitable company incorporated under company law) then receipts and payments accounts may be prepared provided that the gross income is £250,000 or less and accruals accounts are not required by the charity's governing document, a condition of funding, or for any other reason. If the receipts and payments option is not available or has not been taken then accruals accounts must be prepared following the applicable SORP.

Independent examination eligible by member of a professional body – **Receipts & Payments basis because income is less than £250k and not a charitable company**. Trustees have not requested an audit. Mulberry & Co are registered members of the ACCA.

Conclusion:
Independent examination eligible – as income below £250k and assets below £3.26m.
Receipts and Payments may be used with independent examination

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Direction 2: Check for any conflict of interest that prevents the examiner from carrying out their independent examination.

The examiner must not be influenced, or perceived to be influenced, by either close personal relationship with the trustees of the charity, being a major donor or having control or significant influence over a major funder to the charity, or through day to day involvement in the administration of the charity being examined. The examiner must ensure that there are no matters and no potential matters that would reasonably give rise to a perception of their independence that would affect their ability to carry out the examination in a wholly objective manner.

There are no known conflicts or related party transactions. We have no personal relationships with the trustee. We carry out the annual local authority internal audit of the Trustee.

Conclusion:
The examiner also acts as auditor to the Parish Council. The auditor has no involvement in the day to day practices of the council or the charity. There are no conflicts of interest and no associations that prevent us from undertaking this assignment.

Direction 3: Record your independent examination.
The examiner must keep a record of their examination and the conclusions reached which is sufficient to allow a third party unconnected with their work to conclude that they have followed the Directions (including Directions 1 and 2)

Work undertaken:

- Workings completed to check accounts with accounting records, bank statements.
- Review of underlying Rialtus data.

- All information required for examination was available within the accounting records. No need to seek additional information.

Our working papers are kept in the client folder electronically and backed up to our main cloud server. All access is via password.

Engagement letters issued July 2022.

No adjustments to the accounts required this year.

Conclusion:
Our workings and conclusion contained in this report are supported by working papers held on file.

Direction 4: Plan the independent examination.
In order to plan the specific examination procedures, appropriate to the circumstances of the charity, the examiner must review:

- **the charity's constitution**
- **the way the organisation is controlled and managed**
- **whether action has been taken on any previous recommendations for improvement**
- **the accounting records and systems**
- **the charity's structure, its funds and how fund balances changed in the year**
- **the charity's activities in the year and spending and the financial risks the charity faces**

Research carried out to understand the objectives of the charity, reviewed Trustees' Annual Return and information contained on the Charities Commission website. There has been no change in the nature and scope of the charities activities in the year under review.

The charity received income from the provision of a village centre. The client has provided a reconciled cashbook and bank statements, together with supplier invoices to verify the transactions.

The charity is financially controlled by the accounts department of the trustee – Hurstpierpoint & Sayers Common Parish Council. There is hierarchical control over the finance function.

There have been no incidences in the past of error or misstatement. Staff turnover is not high.

There are circa 25-30 transactions a month covering both income and expenditure – all transactions are recorded on Rialtus a bespoke accounting package for Town & Parish Councils.

The records are logically presented in month order, are neat and tidy and easy to follow. Sample testing of randomly selected items will be undertaken. Evidence shows internal review is active with key reports signed and dated.

Conclusion:
My opinion is that inherent risk of error or misstatement is low. I will verify the balance sheet items to third party evidence and will review the ledgers to ensure items are posted to the heading to which they relate.

Direction 5: Check that accounting records are kept to the required standard.
The examiner must ensure that accounting records have been kept in compliance with the relevant legislative requirements.

Accounting records are kept on computerised accounting package. The Charity follows the same strict financial regulations as that of the council, with evidence of hierarchical review.

The accounting records are easy to follow and are up to date; there is evidence of a monthly bank reconciliation being correctly carried out and in accordance with council financial regulations – this is counter signed by a councillor as being complete and correct.

The charity has circa 300 transactions per annum. There are no staff or overheads. The majority of income (c.90%) comes from hall letting.

There is no evidence to suggest the Rialtus files are not in compliance with any legislative requirements. Indeed, the small number of physical transactions lends itself to a simple transparent style of reporting. We would not recommend any change.

Conclusion:
My opinion is that the charity is keeping the correct records for a charity of this size.

Direction 6: Check that the accounts are consistent with the accounting records.
The examiner must compare the accounts of the charity with the charity's accounting records in sufficient detail to reasonably conclude that the accounts are not materially inconsistent with the accounting records.

- Income resources – £65,342 (2025: £62,987) – this comprises lettings £60,520, (2025: £56,799), interest £1,343 (2025: £1,864). There were £2,000 of grants received in year. The charity had budgeted for £51,950 of income and exceed this by 16%% due to a greater number of lettings than anticipated and interest that was largely unbudgeted.

- The nature and scope of income has not changed year on year. Interest has increased due to a general increase in interest rates and is not unexpected.

- In total there were c200 recorded receipts in the year.

- Resources Expended – £65,360 (2025: £59,621). Management charges, cleaning and maintenance comprise £42K (2025: 37k) of this. The Charity had budgeted for £66,440 of spend and underspent by £1,080.

- Bank & Investment Balances £92,775 (2025: £95,575) – I have verified the year end bank reconciliation to underling bank statements

- Balances on the accounts are reconcilable to the underlying records.

Conclusion: Balances on the accounts are reconcilable to the underlying records and consistent with budget expectation and prior year accounts.

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.

The examiner must check that the trustees have considered if there were any related party transactions in the reporting period and check whether the trustees have made the disclosures required by the applicable Statement of Recommended Practice (SORP) in the notes to the accounts.

The parish council charge a quarterly management fee of £4,379, £17,516 – this is based on a set hourly rate for a set number of weeks and is agreed in advance. This is described as a management charge in the accounts.

The accounts include amounts for prepayments £1,064 and accruals, £865. I have verified these to the underlying journals and where applicable supplier invoices.

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.

The examiner must:

- **check whether the separate funds of the charity have been correctly accounted for and reported correctly in the accounts**
- **check the reasonableness of any significant estimates or judgments that have been made in preparing the accounts**
- **where accruals accounts are prepared, check that the accounting policies adopted are consistent with the applicable Statement of Recommended Practice: Accounting and Reporting by Charities (SORP) and are appropriate to the activities of the charity**

The accounts are prepared on the going concern basis. There are no separate funds, except an earmarked reserve for £20k for end of lease dilapidations (no change year on year).

Other items tested above in direction 6 & 7

Accruals and prepayments based on correct accounting principles and agree to underlying invoices.

No items are significant.

Conclusion: Accounts agree and are correctly stated.

Direction: 9 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.

Where accruals accounts are prepared, the examiner must ensure that the disclosures about going concern required by the applicable Statement of Recommended Practice (SORP) are made and that the trustees' assessment of going concern is reasonable given the available information. In particular the examiner must check if any material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern are disclosed in the notes to the accounts.

Where either receipts and payments or accruals accounts are prepared, the examiner must consider whether the trustees have assessed what invoices, bills and commitments remain outstanding at the end of the reporting period and whether the trustees have identified if they can settle these as and when they fall due.

The trustees consider the charity as a going concern.

There are no material uncertainties that cast doubt on the continued functioning of the charity.

As above there are no liabilities to be entered into the accounts

Conclusion: No evidence to suggest future liabilities and commitments have not been included. There are no material uncertainties.

Direction 10 Check the form and content of the accounts.
The examiner must carry out such procedures as the examiner considers necessary to provide a reasonable basis on which to conclude whether or not the accounts have been properly prepared. The examiner must:

- **where receipts and payments accounts have been prepared check 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; or**
- **where accruals accounts are prepared check that they comply with the applicable Statement of Recommended Practice: Accounting and Reporting by Charities (SORP) and the applicable accounting standard; and**
- **if the charity is a company, check that the accounts also comply with the applicable company law requirements.**

Accounts report content and form checked example reports on the charity commission website. No reason to believe the accounts have not been prepared in accordance the required guidelines.

Direction 11 Identify items from the analytical review of the accounts that need to be followed up for further explanation or evidence.

The examiner must carefully consider if, during the course of their examination, items were found that were material to the accounts which need further explanation or supporting evidence. If the examiner is concerned that the charity's accounts could be materially misstated, then the examiner must undertake sufficient additional work to be satisfied that any such item has been explained and correctly included in the accounts. The examiner must be alert to any related party transactions that require separate disclosure in the accounts. Where the examiner is not satisfied on any item then the examiner must refer to it in their independent examiner's report.

As shown under direction 6 there has been no change in the nature or scope of the charities activities.

No items were identified as needing additional documentary support.

There is no evidence from our review that the financial elements of the accounts are not consistent year on year.

Direction 12 Compare the trustees' annual report with the accounts.

The examiner must compare any narrative information or figures in the trustees' annual report with the accounts in order to identify any material inconsistency between the trustees' annual report and the accounts

If your charity's income is under £1,000,000 (and providing it doesn't have assets worth more than £3.26million), prepare a simple report including:

- your charity's name, registration number, address and trustee names
- its structure and details of how it is managed, including how it recruits trustees
- its activities and objectives in the year
- its achievements and performance, including reporting on its public benefit
- a financial review including any debts and details of your reserves policy (if applicable)
- details of any funds held as a custodian trustee
- You can put more detail into your trustees' annual report if you want to. You only have to send a copy to the commission with your annual return if your income is more than £25,000. But you need to send the commission a copy if it asks for it.

The trustees report is in agreement with the accounts and contains the relevant information

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Direction 13 Write and sign the independent examination report.

The examiner must review the conclusions from their independent examination and then prepare and sign their independent examiner's report. The content of their report must cover all the matters required by the 2008 Regulations. If the examiner has identified a matter of concern because one or more of the specific matters listed in the 2008 Regulations or in this Direction are present or remain unresolved then the examiner must bring it to the attention of trustees in their independent examiner's report.

No cause for concern during the examination, nothing has come to my attention. No inconsistencies arose between accounts and the records.

Independent Examiner's Report to the trustees of Hurstpierpoint Village Centre

I report to the trustees on my examination of the accounts of the Hurstpierpoint Village Centre (the Trust) for the year ended 31st March 2026.

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(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 Charities Act 2011
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- 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 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 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 next statement.

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:

  a. to keep accounting records in accordance with section 130 of the 2011 Act and

  b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

  c. 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

M Mulberry

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