Llandaff & Monmouth DACBR

Job Description – Independent Examiner

Main Responsibilities:

To review the accounting records and the annual accounts of the Association General Fund and Bell Restoration Fund (BRF) and consider whether the annual accounts are a fair reflection of the underlying records.

An independent examination primarily provides "negative assurance," meaning the examiner only reports any significant issues found, not necessarily confirming the accounts are completely accurate.

Timescales for completion to be agreed with the Association General Secretary to allow sufficient time for the Annual Report to be prepared and circulated before the AGM.

Specific Duties

1. Access records and documents:

Obtain all relevant accounting records, bank statements, invoices, receipts, BRF correspondence and minutes of AMC meetings.

2. Analyse financial statements:

Examine the Association's income and expenditure statements and year-end balances, checking for accuracy and consistency with supporting documentation.

Confirm the balances in the accounts match to the balances shown on the bank statements.

Confirm that the opening balances plus receipts minus payments match to the closing balances.

3. Investigate unusual transactions:

Investigate any unusual or significant transactions, seeking confirmation that the payments were duly authorised. Pay particular attention to payments made to officers of the Association.

4. Identify material concerns:

The BRF Accounts are governed by the Charities (Accounts and Reports) Regulations 2008.

The Regulations require the Independent Examiner to report on any significant expenditure or action which appears to be outside the objects of the charity. They are not required to carry out specific checks to identify breaches, but must comment if such breaches are found.

The objects of the charity are given in the BRF Rules which are found on the Association website: https://www.llanmon.org.uk/association/brf

5. Communication with AMC:

Discuss any concerns or issues identified during the examination with the Association Treasurer, seeking clarification and explanations. Report any remaining concerns to the Association Chair.

6. Examiners' Statement:

"I have completed my examination. I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached. "

Recruitment and Reporting Lines

The Independent Examiners are appointed by election at the Association Annual General Meeting. Ideally one Independent Examiner should be appointed from each branch.

Tenure:

Not specified in the Association's rules, but their appointment should be reviewed annually to confirm that they are still eligible.

Eligibility:

- Must be a member of the Association.
- Must not be a member of the Association Management Committee (AMC) or have a close relationship with any member of the AMC.
- Must not be a major donor to the BRF or a Tower Officer at a tower which has received a grant within the period under examination.
- No formal qualifications are required, but the examiner should be able to demonstrate an understanding of simple financial reporting.

BRF Rules:

"The Trustees shall prepare an Annual Report upon the activities of the Fund in accordance with the prevailing legislation pertaining to charities. Further, they shall require the Treasurer to prepare a set of Accounts which meet the same requirements. These shall be independently examined by two members of the Association elected for the purpose at each Annual General Meeting. The Independent Examiners so appointed shall not be members of the Association's Management Committee"