

Auditor's report to the members of

I have examined the books and records of _____

For the year ended _____ and confirm that in my opinion:-

1. all income due to the group has been received;
2. all expenditure has been incurred in the groups' objectives;
3. where possible all expenditure is supported by external, third party vouchers;
4. any bank account is in the name of the group and that no money has been held in individuals private accounts;
5. any group bank account requires a minimum of 2 signatures to authorise any transaction and that spouses/partners cannot sign together to operate the account;
6. the accounts present a true and fair view of the group's income and expenditure for the year and of it's position at the year end.
7. There are no matters which I believe I should bring to the attention of members of the group or to the Sheffield U3A Executive Committee.

I confirm that I am not a member of the above group and that I am not a relation of the group's co-ordinator or the group's treasurer.

Signed _____ Date _____

Auditor's name and address (please print in capital letters)

If the auditor is unable to sign the above report as it stands he/she should alter the report and append an explanatory note as to why he/she was unable to sign the report.